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ABSTRACT

This 1975 faculty handbook is designed to provide the university community with a brief but comprehensive review of policies and procedures. Separate handbooks cover policies and procedures for staff and students. Much of the material covered is summarized in a form that does not cover all the details of complex policies or laws. In matters of special importance to faculty members, such as faculty governance, promotion, tenure, and appeals procedures, the overall university policies are provided in their entirety. Specific sections of the handbook deal with faculty service, grievance procedures, discrimination laws, retirement and leave policy, faculty responsibilities, research, fringe benefits, university publications, and use of university facilities. (LBH)

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HE 007 209

1975 FACULTY HANDBOOK

University of Arkansas at Little Rock

INTRODUCTION

This UALR Faculty Handbook has been designed to provide the University community with a brief but comprehensive review of policies and procedures. This Handbook deals primarily with matters of interest to faculty members; a Staff Handbook and a Student Handbook cover more thoroughly policies and procedures for those parts of the University.

Much of the material covered here is summarized in a form that does not cover all the details of complex policies or laws. In addition to the items here that apply particularly to the UALR campus, there may be other applicable system-wide policies This Handbook, therefore, should not be considered as the legal identification or exact text of all University or State rules, regulations, and policies. In matters of special importance to faculty members, such as faculty governance, promotion, tenure, and appeals procedures, the overall University policies are provided in their entirety. In some cases, as in recommendations for promotion and for tenure, departmental and divisional or school policies should be consulted too.

Any of the appropriate administrative offices will be pleased to provide information about matters mentioned here, and to receive suggestions about the policies and the Handbook.

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
FACULTY HANDBOOK - 1975-1976

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THE UNIVERSITY OF ARKANSAS SYSTEM

The University of Arkansas System includes the University of Arkansas at Fayetteville, the University of Arkansas at Little Rock, the University of Arkansas at Pine Bluff, the University of Arkansas at Monticello, and the University of Arkansas for Medical Sciences.

The University of Arkansas was established in 1871 at Fayetteville. The University of Arkansas System was created in 1969 with the merger of the University of Arkansas and Little Rock University, the latter as the University of Arkansas at Little Rock. Subsequent mergers added Arkansas Agricultural and Mechanical College in 1971, as the University of Arkansas at Monticello, and Arkansas Agricultural, Mechanical, and Normal College in 1972, as the University of Arkansas at Pine Bluff.

In the 1975-76 academic year, the several units of the University of Arkansas System had a combined enrollment of more than 27,000 students.

Recent presidents of the University of Arkansas have included John C. Futrall (1913-1939), J. William Fulbright (1939-1941), Arthur M. Harding (1941-1947), Lewis Webster Jones (1947-1951), John Tyler Caldwell (1952-1959), Storm Whaley (Acting President, 1959-1960), David Wiley Mullins (1960-1974), Charles Oxford (Interim President, 1974), and Charles E. Bishop (1974-).

The president of the University of Arkansas System is resident in Fayetteville, and maintains an office in Little Rock.

UNIVERSITY OF ARKANSAS AT LITTLE ROCK

The University of Arkansas at Little Rock was founded in 1927 as Little Rock Junior College, under the supervision of the city Board of Education. That first semester, there were eight instructors and about 100 students. By 1929, the college was accredited by the North Central Association of Colleges and Secondary Schools, a status it has maintained since through changes in size and status.

Housed at first in public school buildings, the college moved in 1949 to its present location in southwestern Little Rock, on a beautifully wooded site donated by Raymond Rebsamen. The college was also by that time the sole beneficiary of a continuing trust established by former Governor George W. Donaghey.

In 1957 the institution began a four-year degree program, became independent and privately-supported under a separate board of trustees, and took the name Little Rock University.

After several years of discussion and study, Little Rock University in September of 1969 merged with the University of Arkansas to create the University of Arkansas at Little Rock. That was a major step in the creation of a multi-campus system that now includes four major campuses and a Medical Sciences Campus. Within this structure UALR is state-supported, operationally separate, and specifically oriented toward serving the educational needs of the Central Arkansas metropolitan area.

The merger inaugurated a period of rapid growth, which saw the University go from about 3,500 students and 75 full-time faculty members in 1969, to more than 8,000 students and 277 full-time faculty members by the 1975-1976 academic year. More than 60 percent of the full-time faculty hold the doctorate.

The University's expanded offerings include 60 undergraduate degree programs in 30 academic departments, an extensive schedule of night and off-campus classes, and a wide range of community educational services. Graduate programs were begun in 1975, with masters degrees in elementary and early childhood education and in communicative disorders, the latter offered cooperatively with the Medical Science Campus. Effective July 1, 1975, UALR assumed administrative responsibility for the Graduate School of Social Work, formerly a part of the University of Arkansas at Fayetteville, and for the UALR School of Law, formerly the Little Rock Division of the UAF School of Law.

Presidents of Little Rock University include: R. C. Hall (1927-1930), John A. Larson (1930-1950), Granville Davis (1950-1954), E. Q. Brothers (Acting President, 1954-1956), and Carey V. Stabler (1956-1969).

Chancellors of the University of Arkansas at Little Rock include: Carey V. Stabler (1969-1973), James H. Fribourgh (Acting Chancellor, 1972-1973), and G. Robert Ross (1973-).

ADMINISTRATIVE ORGANIZATION
UNIVERSITY OF ARKANSAS SYSTEM

The Board of Trustees: Arkansas Industrial University (later the University of Arkansas) was established by Act 44 of 1871. Act 95 of 1887 provides that the Board of Trustees shall have the power to prescribe all rules and regulations for the government and discipline of the University, subject to the Acts of the General Assembly. Amendment 33 of the Constitution of Arkansas, adopted in 1943, provides that the Board of Trustees is a ten-member body having constitutional status and exercising those powers and duties prescribed by the statutes of Arkansas. Its members are appointed by the Governor subject to confirmation by the State Senate for ten-year terms, with one term expiring each year. One member is appointed from each congressional district, the remainder being appointed at large. The at-large members must be alumni of the University. Members appointed by the Governor to fill an unexpired term are confirmed by the remaining members of the board.

The board names its own officers: a chairperson, vice chairperson, and a secretary. It establishes its own standing and special committees. It customarily meets bimonthly during the academic year and is frequently called into special session. The board is the ultimate legal authority within the University.

The function of the board is primarily policy making rather than administrative, but all major official acts of the University require board approval, including sale or purchase of University property, authorization of new building programs, adoption of the annual operations and maintenance budget, approval of degrees, legislative requests, new degree granting academic programs, and faculty promotion lists.

The board is kept informed on broad institutional developments as well as on specific matters requiring its immediate judgment. It defines the needs of the University and interprets the educational aspirations of the people of Arkansas.

The chief administrative officer of the University of Arkansas is the President, who is responsible to the Board of Trustees. Under his leadership administrative affairs are conducted in keeping with policy established or approved by the Board of Trustees.

Faculty Advisory Council to the President: The purpose of this council is to establish liaison between the President of the University of Arkansas System and the faculty of the several campuses, as well as between the faculty governments and the President's office. The council calls to the attention of the President matters of concern existing on the various campuses. It provides faculty frequent access to the President. The council emphasizes the importance of the President's having a direct means of communication with faculty when he is called upon to make important decisions affecting the academic community. It works to improve two-way communication between faculty and administration and helps each to secure a better understanding of the other's problems.

The council is made up of at least one representative from each of the system campuses and includes heads of campus governments. It meets as needed through the school year.

ADMINISTRATIVE ORGANIZATION
UNIVERSITY OF ARKANSAS AT LITTLE ROCK

The Board of Visitors: This board is an advisory body to the Chancellor of UALR and to the Board of Trustees. It consists of 15 members serving for terms of six years. As terms expire or vacancies occur, the remaining members of the board select replacements for confirmation by the University of Arkansas Board of Trustees.

The Board of Visitors elects from its members a chairperson, a vice chairperson, and a secretary. It normally meets once each month and may hold special meetings called by its officers or by the Chancellor.

The general purpose of the Board of Visitors is to perform a liaison function between UALR and the community and between the institution and the Board of Trustees of the University of Arkansas. It also aids in securing support, advises upon and interprets the educational and service needs of the community, and furnishes council and guidance by advice and recommendations for UALR.

The Board of Visitors nominates two of its members to sit with the University of Arkansas Board of Trustees at all of its meetings. These representatives have the opportunity to participate without vote in discussions.

Central Administration: The Chancellor of UALR reports to the President. Responsible to the Chancellor are the Vice Chancellor for Academic Affairs, Vice Chancellor for Finance, Vice Chancellor for Student Affairs, and

Director of Special Projects. Other administrative officials are the Associate Vice Chancellors of Academic Affairs; Deans of Academic Divisions and Schools; Chairpersons of Departments; Student Affairs Deans; the Registrar; Directors of: Admissions, Associate Degree Program in Nursing, Athletics, Basic Animal Services Unit, Computer Center, Counseling Center, Field Experience Education, Food Services, Health Services, Institutional Studies, Library, Lifelong Education, Multimedia Services Center, News Bureau, Physical Plant, Placement, and Student Aid; Business Manager; Controller; Supervisor of the Student Union; Purchasing Agent; and Bookstore Manager.

UALR ADMINISTRATIVE GROUPS

Certain groups, predominately composed of administrators, meet on a regular basis. Brief descriptions of the composition of these groups follow; more information can be obtained from the presiding officers.

Chancellor/Central Administrators: This group is composed of the Chancellor, the Vice Chancellors, the Director of Special Projects, and the Associate Vice Chancellors for Academic Affairs. Other persons are occasionally invited to join the discussions. The Chancellor presides and convenes the group, usually on Wednesday mornings each week. An agenda is prepared the day before the meeting. The group discusses those matters that cut across the areas of responsibility of the Vice Chancellors and the Director of Special Projects.

Deans' Council: With the Vice Chancellor for Academic Affairs as chairperson, this group consists of the academic deans, the Director of the Library, the Registrar, and the Associate Vice Chancellors for Academic Affairs. The Vice Chancellor for Finance and the Vice Chancellor for Student Affairs frequently meet with the group. The group meets regularly on Monday afternoons to discuss matters of common concern and to advise the Vice Chancellor for Academic Affairs. An agenda is prepared in advance and minutes are kept; both are distributed to participants and are on file in the Office of the Vice Chancellor for Academic Affairs.

Department Chairpersons: The academic department chairpersons meet monthly to discuss matters of common interest. The group elects its officers and meets on call of the presiding officer or of a number of its members. Minutes are kept and distributed to the participants; they are available from any of the officers.

Computer Priority Group: The purpose of this group is to evaluate and to organize systematically the increasing demand for use of the University Computer Center. The major responsibilities of this group are: to review

cost and to rank requests for computer services; to provide an efficient and understandable procedure by which users may request computer services; to work with and get input from users on special problems through the University Computer Users' Committee; to develop a long- and a short-range University data processing plan involving the re-evaluation of present University systems, their coordination, and their improvement; and to maintain a liaison with the Department of Higher Education to insure the coordination of UALR's systems development with the state plan.

Members of this group include the Director of the Computer Center; the Chairperson of the Computer Users' Committee; and one representative each from Academic Affairs, Student Affairs, Finance, and Special Projects, designated by the appropriate Vice Chancellor and the Director of Special Projects.

UALR ADMINISTRATIVE COMMITTEES

In general, administrative committees are those which serve in an advisory capacity to an administrative office or officer; before September, 1975, they were designated "Special Purpose Committees". Faculty and staff members are appointed by the Chancellor. Unless otherwise specified, student representatives on these committees are appointed by the Chancellor from nominees recommended by the Student Government Association. Each administrative committee elects its chairperson annually. Each administrative committee is instructed to keep University Assembly members informed of any action it takes which would be of general interest.

1. Buildings and Grounds Committee

This committee develops plans related to the effective use of the campus and its facilities; it works with architects, campus planners, and consultants. The committee recommends to the Chancellor the establishment of ad hoc users' committees to formulate plans for specific buildings or projects. Users' committees, when established, serve as ad hoc subcommittees of the Buildings and Grounds Committee.

Membership consists of nine Assembly members, each representing one of the academic divisions or schools; the administrative officer in charge of planning buildings and grounds; the Vice Chancellors or their designees; the Director of Health Services; the Superintendent of the Physical Plant; the Director of the Library; the Director of Multimedia Services Center; the chairperson of the Environmental Impact Committee; two staff members; and two students.

2. Computer Users' Committee

This committee studies and recommends general policies concerning objectives and functions of all University computing facilities and advises the Director of the Computer Center on operational policies and procedures. The committee encourages attendance and voice at its meetings of all other faculty, staff, and students actively using or interested in using the computer facilities for teaching, research, and service functions.

Membership includes the Director of the Computer Center (without vote) and a faculty or staff representative from each department or other unit of the University which could benefit from the computer facilities.

3. Human Rights Committee

This committee is concerned with the protection of human rights for all students, faculty, and staff and is responsible for implementation of the Affirmative Action Plan. The committee promotes equitable employment practices and maintains a potential employee pool of women and minority individuals.

The committee is composed of members of the University community representing staff, faculty, and students with the Equal Employment Opportunity officer, Coordinator of Title IX, and Special Assistant to the Chancellor for Title VI as ex officio members.

A subcommittee of the Human Rights Committee, composed of an equal number of students and faculty/staff; of whom at least 20 percent are black, works with the Special Assistant to the Chancellor for Title VI in implementation and interpretation of the State plan for compliance with Title VI on the University campus. The subcommittee, working through the Human Rights Committee, will identify discriminatory practices and recommend programs for the purpose of eliminating discrimination and improving human relations among students and staff.

For approach to this committee, see Section IV in this Handbook, Appeals and Grievance Procedures.

4. Human Research Subjects Consent Committee

The purpose of this committee is to evaluate, to approve or disapprove, and to review periodically every research procedure involving human subjects done at UALR, or under the aegis of UALR. The committee will make every reasonable effort to determine for each activity planned and

conducted that: the rights and welfare of subjects are adequately protected; the possible risks to subjects are outweighed by potential benefits; and the legally effective informed consent of subjects will be or has been obtained. The committee will appoint specific subcommittees should adequate review of individual projects so require. Committee members will be excluded from reviews of projects or activities in which they have an active role or a conflict of interest, except to provide relevant technical information should the committee require it.

The committee consists of eleven members. To assure representation from the various backgrounds which appear necessary in responsible evaluating of the ethical aspects of human research and its institutional, legal, and social implications, committee appointments shall be distributed as follows:

a) an attorney not affiliated with the University

b) a representative of the community at large

c) a representative of the UALR administration

d) one faculty member from each of the following areas: psychology, sociology, Graduate School of Social Work, speech pathology, education, political science and criminal justice, business, and life sciences.

5. Humane Animal Care Committee

This committee develops animal facilities consistent with NIH and USDA standards, annually reviews animal care programs at UALR, and reviews experimental plans to insure that proper pharmacy is employed and that reasons for experimental work are valid. The committee consists of six members, including ex-officio the Director of Basic Animal Services and a veterinarian.

6. Instructional Development Committee

The purpose of this committee is to advise the Office of the Vice Chancellor for Academic Affairs on all matters pertaining to instructional development, and to establish policies for and make awards of innovative teaching grants. The committee is composed of one faculty member from each division and school; one representative each from the Counseling Center, the Computer Center, and the Library; and two students. The committee chooses its own chairperson. Sitting with the committee, ex-officio and without vote, are those persons assigned responsibility for instructional development, and a representative of the Office of the Vice Chancellor for Academic Affairs, designated by the Vice Chancellor.

7. Lectures, Convocations, and Special Events Committee

This committee makes arrangements for and administers all matters pertaining to lectures, concerts, and other special events sponsored by UALR and having University-wide interest. The committee consists of the administrative official concerned with special events, the administrative officer in charge of facilities, the Director of the Student Union, the Food Services Supervisor, three faculty members, two staff representatives, and four students.

8. Radiation Safety Committee

This committee recommends to the Chancellor policies concerning requirements and recommendations of the State Department of Health, Division of Radiological Health. Three members of the Assembly comprise the committee.

9. Teacher Education Committee

The purposes of this committee are to advise the Division of Education on the design, approval, and continuous evaluation and development of teacher education programs; to recommend students to the Division of Education for enrollment in teacher education; and to recommend students for certification to the University certification officer.

Committee membership consists of the following: 1) one member each from the divisions of Business Administration, Fine Arts and Communication, Humanities, Life Sciences, Physical Sciences and Mathematics, and Social Sciences, appointed by the division deans; 2) one member from the Department of Elementary Education and Early Childhood Education and one from the Department of Secondary Education, appointed by the division dean; and 3) two students elected by the Student National Education Association, one majoring in elementary education and the other in secondary education. The University certification officer serves as an ex-officio member without vote.

Commission on the Status of Women

The overall goal of the commission is to be involved in an all-institutional program to provide and enhance opportunities for University women.

The commission's objectives are to initiate, coordinate, and make available needed research and recommendations upon the status of women within the University, to be aware of and assist the University in its Affirmative Action Plan, to support women employees and students in their

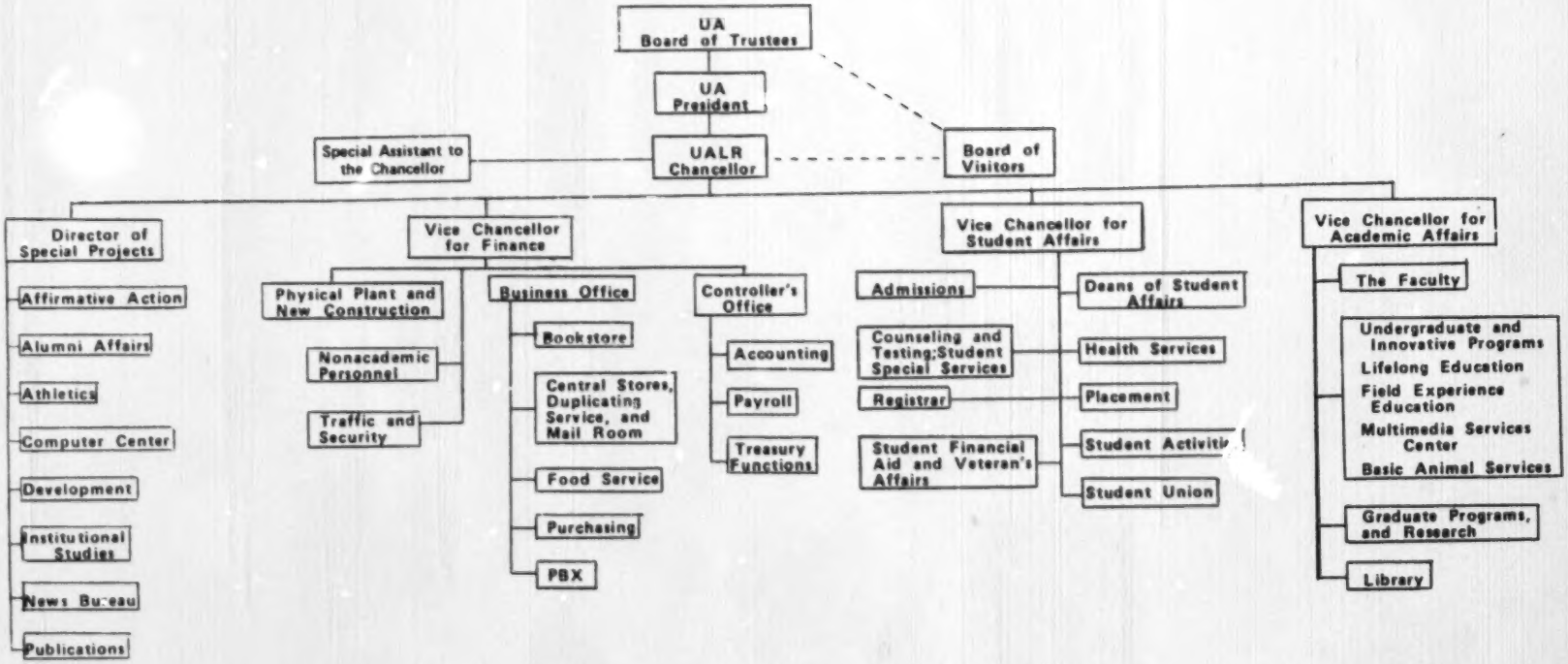
needs and concerns, to cooperate with other state commissions in accomplishing mutual goals, to raise the level of awareness of women, and to function as a support group for women faculty, staff, and students.

The commission is composed of interested volunteers from the faculty, administration, and staff.

The commission's Advisory Board, representing the commission and all University women, serves as an advisory committee to the Chancellor and is directly responsible to the commission and to the Chancellor for all matters concerning women at the University.

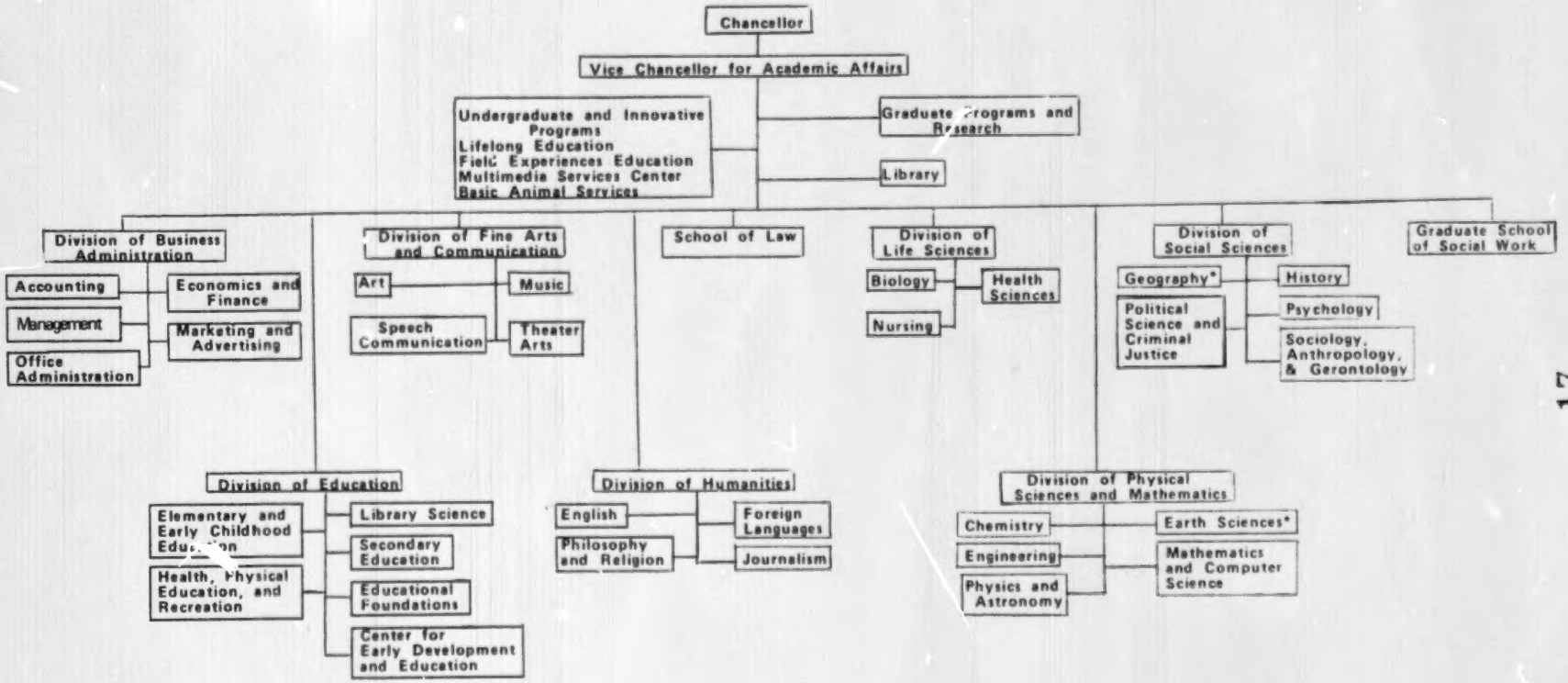
University of Arkansas at Little Rock

Administrative Organization
1975



University of Arkansas at Little Rock

Academic Organization
1975



*Geography and Earth Sciences are organized areas of instruction rather than departments

CONSTITUTION OF THE UNIVERSITY ASSEMBLY OF THE UNIVERSITY OF ARKANSAS AT LITTLE ROCK

Preface

If and when any other unit of the University of Arkansas becomes a part of UALR for the purposes of government, the Constitution of the University Assembly shall come under review by the personnel of the "greater UALR" constituted by such union.

Composition of the Assembly

The University Assembly shall be composed of the President of the University of Arkansas and the following UALR personnel: the Chancellor; the Vice Chancellors; the Associate Vice Chancellors; Academic Deans; Directors; professional Librarians with academic rank; Counselors; members of the Staff Services Committee; the Registrar; one student for every four hundred students enrolled in the fall term of each academic year, selected by the Student Government Association to be broadly representative of the various student groups; and persons holding full-time appointments with rank as follows: Distinguished Professors, Professors, Associate Professors, Assistant Professors, and Instructors. Professors emeriti, persons with adjunct or visiting academic rank, lecturers, part-time faculty members, and graduate assistants shall have voice but not vote in the Assembly. However, any individual, whether faculty member or administrator, who had the right to vote at UALR faculty meetings as of September 15, 1970, shall be eligible for voting membership in the Assembly as long as he or she remains on full-time appointment at UALR, regardless of other provisions of this paragraph.

Questions concerning Assembly membership shall be resolved by the Assembly itself.

Functions of the Assembly

Within the framework of such governmental principles as are officially established for the University of Arkansas multicampus system, the UALR Assembly shall be, under the Board of Trustees, the ruling legislative body on educational policies and programs on this campus. It also shall act in an advisory capacity to the Chancellor on other matters of concern to UALR.

The areas of its legislative authority shall include but are not limited to the following:

1. Admission requirements
2. Curriculum and courses
3. Degrees and requirements for degrees
4. Calendar and schedules
5. Awards of honors and honorary degrees
6. Interpretation of its own legislation

In addition to its legislative authority and all actions taken under this authority, the UALR Assembly shall make comments and recommendations on matters of multicampus concern, directing them to the Chancellor and, through the Chancellor, to the President or other appropriate system-wide University authority. Similarly, the UALR Assembly shall make comments and recommendations on matters of UALR concern, directing them either to the Chancellor alone or to both the Chancellor and the President of the University of Arkansas, to be submitted by the President to the Board of Trustees.

The Chancellor may veto any action of the UALR Assembly within two weeks from the time when a record of the action has been presented to him. By a three-fifths vote of those present and voting, provided that a quorum is present, the UALR Assembly may override the Chancellor's veto; such overriding action will, unless the Chancellor withdraws his objection, appeal the matter to the President of the University for mediation. If settlement is not achieved within thirty days, the President shall submit the issue to the Board of Trustees for resolution.

Meetings of the Assembly

Meetings of the Assembly, except when concerned with personnel matters, shall be open to all represented persons; the President of the Assembly may, however, either extend or withhold floor privileges to those persons who are not members of the Assembly.

The Assembly shall meet on call by the President of the Assembly at least four times between August and May of the academic year. It may also be convened on the initiative of the Chancellor. In addition, the Assembly will meet on formal petition to the President of the Assembly by any ten members of the Assembly; such meeting shall be held within fifteen calendar days of the presentation of the petition. At any meeting the President shall preside or in his absence the Vice President, or in the absence of both, the President's designee.

The Executive Committee (see below) shall compile the agenda and distribute it to all members of the Assembly through the campus mail not later than five school days before the time of the meeting. A petition to the Executive Committee for the inclusion of any item of business, if bearing the names of five percent or more of the members of the Assembly and if submitted not later than one week before the deadline for distribution of the

agenda, shall require that that item of business be included on the agenda.

At any meeting, the Assembly shall take no final action on any business that is not on the agenda for that meeting unless four-fifths of the Assembly members present shall consent and provided that a quorum is present.

If a meeting of the Assembly is called during the summer, during a vacation, or at any time when classes are not in regular session, notification of the meeting, together with a copy of the agenda, shall be mailed to the home of each member at least seven calendar days prior to the meeting.

Twenty-five percent of the Assembly membership shall constitute a quorum.

Except where specified otherwise in this constitution, matters placed before the Assembly for a vote shall be decided by a majority vote of those present and voting. Voting shall ordinarily be by voice (except in Assembly elections), but in cases of doubt any member may request a hand-count vote. Other methods of voting may be required by twenty-five percent of the members present. There is no provision for proxy or cumulative voting.

Unless otherwise noted in this constitution, all meetings of the Assembly shall be governed by parliamentary procedures as set out in the most recent edition of Robert's Rules of Order.

Officers of the Assembly

Officers of the Assembly shall be the President, the Vice President, the Secretary, and the Parliamentarian. The President, Secretary, and Parliamentarian shall be elected by the Assembly for two-year terms, with the terms of the President and the Secretary beginning concurrently and the term of the Parliamentarian beginning a year later. (See "Elections of the Assembly," below.) The Vice President shall be appointed annually by the Chancellor.

The President shall preside at meetings of the Assembly and of the Executive Committee and also shall discharge the responsibilities specified elsewhere in this Constitution.

The Vice President shall be the presiding officer at Assembly meetings in the absence of the President. The Vice President also shall serve as vice president of the Executive Committee. The Vice President also shall be responsible for the collection of agenda items and the duplication and distribution to Assembly members of the agenda and of the minutes of Assembly meetings. In addition, the Vice President shall make the minutes available for inspection to all University faculty, staff, and students.

The Secretary shall be responsible for promptly preparing the minutes of each Assembly meeting and for submitting the minutes to the Vice President for duplication and distribution. The Secretary also shall serve as Secretary of the Executive Committee. The Secretary also shall collect papers and documents concerned with Assembly matters and transfer them to the UAI.R Archives, or equivalent place, at the end of each academic year.

The Parliamentarian shall advise the officers and members of the Assembly on questions of procedure in order that the business of the Assembly be transacted correctly, efficiently, and impartially. The Parliamentarian also shall serve as Parliamentarian of the Executive Committee.

Persons newly elected or appointed as officers of the Assembly shall assume their offices immediately after the meeting at which they are elected, except that the out-going Vice President and Secretary remain responsible for their duties in connection with the minutes of that election meeting.

Executive Committee of the Assembly

The current officers of the Assembly, the immediate past President of the Assembly, the Chairperson of the Staff Services Committee or that chairperson's designee, and the President of the Student Government Association or that president's designee, constitute the Executive Committee of the Assembly.

The Executive Committee shall prepare the agenda, as provided under "Meetings of the Assembly." Subject to challenge on the floor of the Assembly and in order to clarify the effect of Assembly motions, the Executive Committee shall label Assembly agenda items in such manner as to indicate whether they are advisory in effect or authoritative unless vetoed by the Chancellor. Subject to challenge on the floor of the Assembly, the Executive Committee may refer proposals for agenda items to an appropriate council or standing committee of the Assembly; in the event of such referral, the body receiving the item shall report to the Assembly what action it has taken in regard to the referred item. Also, subject to challenge on the floor of the Assembly, the Executive Committee shall interpret Assembly provisions on credentials and elections.

Elections of the Assembly

Each year during the spring the Assembly shall hold an election to fill the posts of those elective Assembly officers whose terms of office are about to expire. Prior to the election meeting the Committee on Committees shall prepare a slate of one or more nominees for each office. Their names shall be listed on the agenda for the election meeting. Nominations may be made from the floor, provided the approval of the person to be nominated is secured. In the event no nominee receives a majority of the votes cast for an office, a run-off will be held immediately between the two nominees

receiving the most votes. Voting shall be by secret ballot and there shall be no provision for cumulative voting or for proxy voting.

Councils and Committees of the Assembly

Assisting the Assembly to exercise its responsibilities judiciously and efficiently shall be the Policy Advisory Council and the Graduate and Undergraduate Councils, as well as the elected and appointed standing committees of the Assembly. In addition, the Chancellor or the President of the Assembly may appoint ad hoc committees to study special problems. The Policy Advisory Council shall report to the Chancellor; the Graduate Council, the Undergraduate Council, and all standing committees shall report to the Assembly; and the ad hoc committees shall report to their appointing officers.

Individual members of the Assembly, other University personnel (staff or students), and departmental or divisional faculties are invited to submit recommendations to these councils and committees.

Academic units devoted primarily to graduate or professional education may be granted substantial autonomy in regard to their curriculum and admission and degree requirements, consistent with the responsibilities of Assembly bodies such as the Graduate Council and the Undergraduate Council to assure that the educational programs of each academic unit of UALR shall serve the larger interests and purposes shared by all academic units of UALR.

A. Councils

1. Policy Advisory Council

This council shall advise the Chancellor on academic and administrative policies of the University. In the interim between Assembly meetings, it shall stand available for consultation on matters deemed pressing by either the Chancellor or the council itself. Any formal recommendation made by the council to the Chancellor shall be reported to the Assembly.

At its organizational meeting each year the Council shall elect a chairperson and establish a schedule of meetings agreeable to the Chancellor and the Council. It also shall meet upon call of either the Chancellor or its chairperson. The Council shall consist of the elected officers of the Assembly, the chairperson of the Staff Services Committee or that chairperson's designee, the chairpersons of elected standing councils and committees of the Assembly, the president of the Student Government Association or that president's designee, and two additional members of the Assembly appointed by the President of the Assembly.

2. Graduate Council

On behalf of the Assembly, and subject to the authority of the Assembly, the UALR Graduate Council shall review and recommend approval or disapproval of new graduate courses, programs, and degrees, and consider other matters relating to graduate work at UALR. This council shall report all of its actions promptly to the Assembly, normally through the Campus Bulletin.

In reviewing proposals, the council shall consider the current policies and criteria of the University of Arkansas at Little Rock and those of the University of Arkansas system and the Board of Higher Education.

Proposals for graduate programs and courses which originate with department faculties, shall be routed to division curriculum committees, to division faculties, to the Graduate Council. In academic units not organized into such departments and divisions, routing shall be according to analagous process certified to the Graduate Council by the Vice Chancellor for Academic Affairs. Recommendations of the Graduate Council are routed to the Vice Chancellor for Academic Affairs, to the Chancellor, and for new degree programs, to the President, the Board of Trustees, and the Board of Higher Education.

The Graduate Council shall be composed of one representative, qualified for graduate faculty status, from each division and school, to be elected by the faculty of that unit, and two graduate students appointed by the Chancellor for one-year terms from nominees supplied by the Student Government Association. Elected representatives shall serve staggered two-year terms. The Associate Vice Chancellor for Graduate Programs and Research shall be an ex-officio member without vote. The Director of the Library or his designee also shall be an ex-officio member without vote. The council shall elect its own chairperson for a one-year term.

3. Undergraduate Council

On behalf of the Assembly, and subject to the authority of the Assembly, the UALR Undergraduate Council shall review, interpret, and recommend changes in all general undergraduate academic policies; it shall recommend approval or disapproval of curriculum proposals and new degree programs. The council shall report all of its actions promptly to the Assembly, normally through the Campus Bulletin.

In reviewing curriculum matters, the council shall consider current policies and criteria of the University of Arkansas at Little Rock and those of the University of Arkansas system and the Board of Higher Education.

Proposals in curriculum matters which originate with department faculties shall be routed to division curriculum committees, to division faculties, to the Undergraduate Council. In academic units not organized into such departments and divisions, routing shall be according to analogous process certified to the Undergraduate Council by the Vice Chancellor for Academic Affairs. Recommendations of the Undergraduate Council shall be routed to the Vice Chancellor for Academic Affairs, to the Chancellor, and for new degree programs, to the President, the Board of Trustees, and the Board of Higher Education.

The Undergraduate Council shall be composed of one representative from each division and school elected by the faculty of those units, and three undergraduate students appointed by the Chancellor for one-year terms from nominees supplied by the Student Government Association. The elected representatives shall serve staggered two-year terms. The Associate Vice Chancellor for Undergraduate and Innovative Programs shall be an ex-officio member without vote. The Director of the Library or his designee also shall be an ex-officio member without vote. The council shall elect its own chairperson for a one-year term.

B. Elected Standing Committees

1. Committee on Committees

The Committee on Committees shall submit nominations to the Chancellor for standing committee memberships and shall maintain a list of alternate nominations in case vacancies develop. It shall also prepare a slate of one or more nominees for President, Secretary, and Parliamentarian of the Assembly. It also shall prepare a slate of two nominees for each position to be filled on the academic membership of the Faculty-Staff Appeals Committee and shall submit this slate to the Secretary of the Assembly. The committee shall also advise the Assembly in regard to the awarding of honorary degrees.

The committee shall consist of an elected representative from each division and school, a student chosen annually by and from the student members of the Assembly, and the Vice President of the Assembly who shall serve as chairperson without vote.

2. Faculty-Staff Appeals Committee

This committee shall hear all faculty appeals not based on discrimination by race, sex, creed, or national origin and not based on issues of academic

freedom, curriculum, tenure, promotion, or non-reappointment. It shall hear all non-academic personnel appeals not based on discrimination by race, sex, creed, or national origin. (Although the normal expectation is that salary disputes will be handled by the Faculty-Staff Appeals Committee, a faculty member is not precluded from referring a salary dispute to the UALR Committee on Tenure instead of the Faculty-Staff Appeals Committee if this is his or her wish.)

The committee shall be composed of fifteen members as follows: six full-time faculty members, below department chairperson; six non-academic personnel members, below unit head; two academic administrative members, below dean; and one non-academic administrative member, below dean. Elections shall be conducted in the spring, and members shall serve two-year staggered terms.

The eight academic members of the committee shall be elected by the academic members of the University from nominations, by the Committee on Committees, of two persons for each position to be filled. Additional nominations may be made by petition carrying the names of fifteen academic members. The Secretary of the Assembly shall mail a ballot to each academic member of the University. The President of the Assembly and the Secretary of the Assembly shall tabulate the votes. The persons receiving the highest number of votes for the positions to be filled shall be elected. Cumulative voting shall not be allowed.

The non-academic personnel members of the committee shall be elected by the non-academic personnel of the University from nominations, by the Staff Services Committee, of two persons for each position to be filled. Additional nominations may be made by petition carrying the names of fifteen non-academic members. The Secretary of the Staff Services Committee shall mail a ballot to each non-academic member of the University. The chairperson of the Staff Services Committee and the Secretary of the Staff Services Committee shall tabulate the votes. The persons receiving the highest number of votes for the position to be filled shall be elected. Cumulative voting shall not be allowed. The Secretary of the Staff Services Committee shall forward the names of the persons elected to the Secretary of the Assembly.

The Secretary of the Assembly shall publish in the Campus Bulletin the names of all persons, academic and non-academic, elected to the committee.

Each year when constituted anew by the filling of expired terms, the committee shall elect its own chairperson. A balance must be maintained between the expiring terms of academic and non-academic personnel members of the committee.

3. Staff Services Committee

The purpose of this committee shall be to study the contributions of the service staff to the purposes of the University and to present items of staff concern to the Assembly.

The committee shall be comprised of fifteen members of the service staff not otherwise included as members of the Assembly; they shall represent the full-time membership of the non-professional Library staff, the Computer Center staff, the Registrar's Office, the Business Office, the Business Manager's Office, the Student Affairs Office, Academic Affairs, other administrative offices, division and departmental secretarial and clerical personnel, and maintenance, custodial, grounds, and security staffs. Members shall be elected by staff personnel so as to be broadly representative of the various staff groups and serve staggered two-year terms of office. A chairperson shall be elected annually by the committee. The Vice President of the Assembly shall be responsible for insuring that these elections are held.

4. UALR Committee on Tenure

This committee shall have three functions: to keep under review all policies and procedures involving faculty tenure, promotion, non-reappointment, and dismissal; to offer such recommendations and comments as it deems appropriate; and to hear faculty appeals on issues of academic freedom, curriculum, tenure, promotion, non-reappointment, or dismissal, consistent with Part IV of this Faculty Handbook.

The committee shall be composed of two faculty members elected by each division and school, one who is tenured and one who is non-tenured at the time his or her committee service begins, and one representative elected by the professional librarians with academic rank, excluding in all instances deans and department chairpersons; and two students designated by the President of the Student Government Association. Elections shall be held in the spring, and members serve two-year staggered terms.

Each year when constituted anew by the filling of expired terms, the committee shall elect its own chairperson, who divides the members into three separate panels of five persons each, with the remaining members of the Committee designated as alternates, to serve as hearing panels in the event of an appeal of a decision on issues of academic freedom, curriculum, tenure, promotion, non-reappointment, or dismissal. The order of service of these hearing panels is also established at this time. Student members of the committee shall not serve on hearing panels. A hearing panel reports its findings and recommendations to the Chancellor.

C. Appointed Standing Committees

Appointed standing committees of the University Assembly shall be appointed by the Chancellor from nominations made by the Committee on Committees, except where prescribed otherwise in this Constitution of the University Assembly.

Committees shall be responsible to the Assembly and shall submit their recommendations and reports to that body for study or action.

The term of appointment for a committee member shall extend from the first day of fall registration to the day before fall registration of the following academic year, except as otherwise noted.

Unless otherwise stated below in the description of standing committees, student members shall be appointed by the Chancellor from nominees recommended by the Student Government Association, and shall serve for one year.

1. Admissions and Transfer of Credit Committee

This committee shall be responsible for the establishment and maintenance of appropriate standards in the admission of students to UALR and in the transfer of credit. It shall recommend to the Assembly policies in the areas of its responsibility. It also shall hear appeals from applicants for admission and from students concerned with transfer of credit. The committee shall consist of five faculty members, one of whom shall be the previous chairperson, and one student representative. The administrative officer in charge of Admissions, the Registrar, the Student Affairs Assistant in charge of academic probation, and a member of the University Counseling Center shall serve as ex-officio members without vote.

2. Athletics Committee

This committee shall consider matters pertaining to the intercollegiate athletic program and shall be concerned with the relationship of athletics to the academic purposes of the University. The committee shall be composed of faculty, staff, and students with the size and composition determined annually by the Committee on Committees, with the proviso that no more than one voting member shall be selected from any single academic division or school. The Director of Athletics shall serve as an ex-officio member without vote.

3. Environmental Impact Committee

The purpose of this committee shall be to ensure maximum protection of the natural environment of the UALR campus consistent with reasonable growth

and development of the campus. The committee shall review all plans for on-campus construction, including periodic review of the Campus Master Plan; shall report to the Assembly concerning the potential impact that proposed new facilities or construction will have on the natural environment of the campus; and shall recommend, if necessary, steps that should be taken to protect the natural environment.

The committee shall consist of five Assembly members, two students, and, as ex-officio members without vote, the administrator in charge of planning buildings and grounds and the Superintendent of the Physical Plant.

4. Faculty Research Committee

This committee shall make recommendations to the Assembly concerning research policies of a general nature and methods of encouraging research activity. Under the authority of the Vice Chancellor for Academic Affairs, it shall award the faculty research grants. The committee shall consist of one faculty member from each division and school.

5. Fringe Benefits Committee

This committee shall keep under continuous review the quality and scope of the fringe benefits offered faculty and staff; periodically it shall initiate detailed reviews of major programs such as health insurance or retirement benefits; it shall recommend changes or additions when they are deemed desirable. The committee shall consist of five members including three faculty members nominated by the Committee on Committees and two staff members nominated by the Staff Services Committee. The committee's membership shall be rotated periodically in a manner that will assure continuity in both groups' representation. The Vice Chancellor for Finance shall be an ex-officio member without vote.

6. Library Committee

This committee shall advise the Assembly in shaping University policy with reference to the Library and in advancing the development of Library resources and services for the University and the community as a whole. The committee shall consist of the Director of the Library (without vote), one other member of the Library staff, the Vice Chancellor for Academic Affairs, one faculty member from each division and school, and two students.

7. Long Range Planning Committee

This committee shall be responsible for proposing and studying plans in terms of the purpose of UALR and in relation to other units of the University of Arkansas. The committee shall consist of a representative from each

division, school, and the Library; the Director of Institutional Studies; two staff representatives; and two students.

8. Publications Committee

The purpose of this committee shall be to advise the staffs of student publications, to select the members of the staffs of student publications following established procedures, and to advise the Assembly in formulating policies related to student publications. The committee shall be composed of three faculty members, five students, the Vice Chancellor for Student Affairs, and the editors of University-financed publications; faculty advisors to these publications shall serve as members of the committee without vote.

9. Student Awards and Aid Committee

This committee shall keep under review policies concerning student honors and awards, and on behalf of the Assembly shall select the winners of specified awards and arrange for their presentation. Further, the committee shall be concerned with the most effective distribution of scholarship and student aid funds. It shall assist the Director of Student Aid in the development of policies for granting scholarships and student aid, and may hear appeals when appropriate. Although the committee shall always include faculty, students, and the Director of Student Aid (ex-officio), its size and composition shall be determined annually by the Committee on Committees.

10. Traffic Committee

This committee shall recommend to the Assembly parking and traffic rules and improvements in parking facilities. It also shall hear appeals concerning traffic violations from individuals who are not students at UALR. Four members of the faculty, two staff representatives, and two student representatives shall constitute the committee. As ex-officio members without vote, the administrative officer in charge of parking facilities and the chief security officer shall serve on this committee.

D. Ad Hoc Committees

Ad hoc committees may be appointed by the Chancellor or by the President of the Assembly to study special problems not within the purview of the councils or standing committees. An ad hoc committee shall report its findings and recommendations to its appointing officer.

In order to aid and encourage the submitting of ideas and information from Assembly members to these committees, as any ad hoc committee is formed the appointing officer shall publish for all Assembly members a written notice of the charge to that committee and a list of the persons who will be serving on it.

SCHOOL AND DIVISION MEETINGS

Divisions and schools shall hold meetings at least once each semester of the nine-month academic year. Additional meetings shall be held on call by the dean or on petition by one-fourth or more of the full-time faculty. The faculty of each division or school may develop its own policies and procedures for conducting business provided they are not in conflict with provisions outlined in this handbook.

Responsibilities of divisions and schools are as follows:

1. To elect representatives to the Committee on Committees, the Graduate Council, the Undergraduate Council, and the UALR Committee on Tenure.

2. To study school or division curricula. Each division or school shall establish its own curriculum committee. Routing of curriculum and program proposals shall follow the procedures outlined in the descriptions of the Undergraduate Council and the Graduate Council.

DEPARTMENT MEETINGS

Departments shall hold meetings at least once each semester of the nine-month academic year for the purpose of discussing and acting upon departmental affairs. Additional meetings shall be held on call by the chairperson of the department or on petition by one-fourth or more of the full-time department faculty. The faculty of each department may develop its own policies and procedures for conducting business provided they are not in conflict with provisions outlined in this Faculty Handbook.

AMENDMENTS

Amendments to this Constitution of the University Assembly shall require an affirmative vote at two consecutive Assembly meetings of two-thirds of the Assembly members present, provided that a quorum is also present. Proposed amendments must be considered during the regular nine-months academic year. No final vote shall be taken on a proposed amendment until it has been submitted to the Executive Committee and published as a part of the agenda for two consecutive Assembly meetings, except that provisions concerning the composition of Assembly councils and committees shall be amended by action of one Assembly meeting, in accordance with the above procedures.

BY-LAWS OF THE UNIVERSITY ASSEMBLY

The by-laws of the Assembly shall be subject to amendment by majority vote of those present and voting at one Assembly meeting, provided a quorum is present.

1. Each council and standing committee of the Assembly shall elect its own chairperson annually. No one shall serve concurrently as chairperson of two such bodies.

2. Normally, the membership of appointed standing committees shall be rotated, with one Assembly member, usually the senior member of the committee in time of service on that committee, being replaced each year. In order to provide an equitable distribution among Assembly members, an individual usually will not have more than two committee memberships in a single year.

3. In the event of a vacancy in a position on an elected standing committee, the vacancy shall be filled from a list of alternates maintained by the Secretary of the Assembly, composed of those other Assembly members who were nominated and voted upon for positions on the committee during its last election, with these alternates taken in rank order, beginning with the first runner-up. In the event of a vacancy in a position on an appointed standing committee, the vacancy shall be filled from a list of alternates maintained by the Committee on Committees.

4. Unless specified otherwise, councils and standing committees shall be expected to hold an organizational meeting in the first month of the academic year. Special meetings shall be held upon call of the chairperson or a majority of the committee, or at the request of the President of the Assembly or the Chancellor.

5. If in a campus-wide balloting there is a tie vote for a position on an elected committee, the Secretary of the Assembly shall determine the winner by lot.

6. Each committee shall send one copy of the minutes of each committee meeting to the Secretary of the Assembly and another copy to the President of the Assembly, and shall provide regular or special reports to the Assembly at its own initiative or at the request of the President of the Assembly.

7. In the event that the position of chairperson of a council or standing committee becomes vacant, the President of the Assembly shall designate an interim chairperson from among the remaining members until the committee elects a new one.

POLICIES GOVERNING FACULTY SERVICE

Appointments

The academic faculty includes these regularly designated ranks: Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer. In rare instances, the title of Distinguished Professor is conferred on a faculty member; this title is a recognition of outstanding scholarly or creative achievement in a particular field. Adjunct and visiting ranks are also designated.

Competence in one's academic discipline is the first requirement for appointment to any position on the University faculty. For advancement through the professional ranks the doctorate or its equivalent is presumed to be a requirement save in certain fields in which the doctorate is not generally recognized as of primary significance.

Appointments to the faculty are normally initiated by the department chairperson and division or school dean and are approved by the Vice Chancellor for Academic Affairs, Chancellor, and President. An appointment must be approved by the President before a definite commitment is made to the individual under consideration. The University of Arkansas at Little Rock is an Equal Employment/Affirmative Action employer.

The official notice of appointment, which informs the individual of the specific provisions of the appointment, is signed on behalf of the Board of Trustees. The employee must return the signed notice of appointment to the Vice Chancellor for Finance and complete certain payroll documents prior to being placed on the payroll.

Faculty members are typically appointed for a twelve month or a nine month period, depending upon the needs of the division or school concerned and the nature of the work being done. A full twelve month appointment extends from July 1 to June 30, inclusive, which is the University's fiscal year. A full nine month appointment is for the academic year. On those occasions when circumstances require that a faculty member is employed on any time period other than twelve or nine months, the exact salary arrangements and time of appointed are specified in advance.

Twelve month employees are paid on the fifteenth and the last day of the month except when the fifteenth and the last day of the month falls on Saturday, Sunday, or a University holiday, in which case checks will be

issued on the first work day following. However, if it is practicable and if the paychecks are available, they may be issued on the last workday preceding the weekend or holiday. Nine month employees are paid in eighteen equal installments, twice a month as above in the months covered in the appointment.

Social Security payments, group insurance premiums (life, major medical, and long-term disability), Federal and State income tax withholdings, and payments to TIAA (Teachers Insurance and Annuity Association) and CREF (College Retirement Equities Fund) are deducted from salary checks, but each employee is informed of the amounts withheld and for what purpose they are withheld.

Faculty members who are on a twelve month appointment basis may not be employed to do extra work for the University for additional pay, except under certain special circumstances. They may, however, relinquish some of the previously assigned duties in order to accept new and different responsibilities should circumstances warrant such a change and provided all parties concerned are agreeable to it.

Faculty members who are on nine month appointments may be given extra duty, at added salary, under certain special circumstances, and they may be appointed to teach one term of the summer session. The salary schedule for a full-time teaching schedule during one summer term is fifteen percent of the individual's normal nine month salary. Other types of summer assignments (non-teaching), when given, carry a monthly scale of one-tenth of the individual's normal nine month salary. Deans will provide full-time faculty members with a letter of appointment specifying summer appointments on or before March 1 of each year. The faculty will have until March 15 to accept the appointment.

Nine month teaching personnel are not permitted to teach both terms of the summer session except under unusual circumstances requiring special authorization.

Lecturer

The rank of Lecturer includes the designation of part-time faculty of the University, employed to expand or enrich the University's offerings. Lecturers have faculty status, but normally do not teach more than one course per semester.

The lecturers' primary responsibility is to the teaching function in their assigned classes, and they are expected to perform all duties directly relating to their classes, including keeping appropriate class records and consultation with their students. A lecturer is not, however, required to perform other

duties normally associated with full-time faculty status, such as participation in general campus advisement or service on committees, except by mutual consent.

Lecturers have voice but not vote in the University Assembly and in divisional and departmental faculty affairs. Divisions, schools, or departments may authorize them voting status in appropriate matters.

The University's general policies on promotion, tenure, non-reappointment, fringe benefits, retirement, leave, off-campus duty assignments, and the like do not normally apply to lecturers. The procedures pertaining to matters of dismissal during a term of appointment, as outlined in this Faculty Handbook, do apply to lecturers. Lecturers also have the right to present matters to the appropriate University appeals and grievances committees.

Adjunct Faculty

Certain individuals whose education and professional experience enhance the teaching, research, or service program of the University of Arkansas at Little Rock may receive fixed-term appointments as Adjunct Faculty, with appropriate academic rank: Adjunct Distinguished Professor; Adjunct Professor; Adjunct Associate Professor; Adjunct Assistant Professor; or Adjunct Instructor. Such adjunct faculty are normally: (a) self-employed, or employed by an organization other than the University of Arkansas at Little Rock, and do not receive compensation or salary from UALR; or, (b) paid from grant funds administered through the University of Arkansas at Little Rock; or, (c) employed on a temporary basis to fill a University funded position. Such a position may not be used to circumvent a tenure decision or to extend the probationary period of a non-tenured faculty member.

Adjunct faculty appointments are made for a specified period (e.g. one semester or one year) and neither the University nor the individual has a commitment to renewal. Unless the terms of appointment specify otherwise, UALR's policies on promotion, tenure, non-reappointment, leave, off-campus duty assignments and the like do not apply to adjunct faculty. The procedures pertaining to matters of dismissal during a term of appointment, as outlined in the Faculty Handbook, do apply to adjunct faculty.

Depending upon the source and terms of financial support, adjunct faculty may be eligible for certain fringe benefits. If so, these are specified in the terms of the appointment.

Visiting Faculty

Visiting appointments are used for the purpose of bringing persons to the University of Arkansas at Little Rock campus for special purposes

and varying periods of time. These appointments are identified by the ranks of Visiting Distinguished Professor; Visiting Professor; Visiting Associate Professor; Visiting Assistant Professor; or Visiting Instructor. Visiting faculty are not eligible for tenure consideration but may be eligible for certain fringe benefits. These are specified in the terms of the appointment.

Visiting faculty have voice but not vote in the University Assembly and in divisional, school, and departmental faculty affairs. A division or department may authorize voting status to visiting faculty in appropriate matters.

Recommendations for the appointment of visiting faculty originate in the department and are submitted through regular channels on the standard appointment form

Rules Against Nepotism

State law provides that the University may not employ as a faculty or staff member a person who is closely related by blood or marriage to a member of the Board of Trustees. The law, as recorded in Arkansas Statutes, 1957, Annotated (80-2819) reads as follows:

"No person related by affinity or consanquinity within the fourth degree to any member of the Board of Trustees shall be employed in the University in any capacity; provided, that this shall not apply to any student doing work at the University."

Another restriction, instituted by action of the Board of Trustees, is recorded as follows in the minutes of the Board meeting of November 20, 1971:

"No department or division of the University shall employ any person in any capacity if such person is related by marriage or blood to any other employee if either one of the two related employees in the same or different departments will have direction or supervision of the other. To avoid possible conflict of interest which may result from poor judgment or administrative review procedures, persons so related must not participate either formally or informally in decisions to hire, retain, promote, or determine the salary of the other. This policy shall not affect graduate assistants, interns, farm laborers, or custodians."

Political Activity

University employees, as citizens, have the right to engage in political activity. However, no employee may involve the institution's name, symbols, property, or supplies in political activities.

An employee who intends to seek public office or to assume a major role in a political campaign is obligated to discuss his plans with his supervisor. If the supervisor determines that the activity will impinge to any extend upon the full discharge of the employee's responsibilities to the University, the plans must be reviewed through regular administrative channels to the President's office for a determination of work load and salary adjustment.

Involvements which require part- or full-time services, and for which more than token compensation is received, will require a reduction of work load and pay, leave of absence, or resignation, depending upon the extent of the activity. (Board of Trustees, 1975.)

Absences from Work

A position with the University is considered to be a full-time undertaking, unless it is specifically designated as part-time. It is recognized, however, that a person's teaching, administrative, or research functions cannot always be confined to an exact schedule of clock hours, but each person is expected to perform adequately the duties assigned to him. Any departure from a work schedule normal for the tasks assigned should receive approval from the appropriate department chairperson and dean in advance.

Whenever unforeseen circumstances make it necessary for a teacher, administrator, or research worker to be absent from his duties, he should notify his department chairperson or dean immediately. Reasons for the absence should be made clear.

State law requires the University administration to keep on file a record of the number of days each faculty and staff member was unable, or failed, to keep his or her assigned schedule of work, and the reasons therefore--whether reasons of health, unexpected or emergency circumstances, or performance of off-campus tasks in the interest of University affairs.

Faculty and staff members are called upon at appropriate intervals to report such absences.

Outside Employment

The following policy statement concerning outside employment for pay of University faculty and staff was adopted June 19, 1958, by the Board of Trustees:

While emphasizing the fact that full-time faculty and staff members of the University are obligated to devote their working time and efforts primarily to University duties, the University recognizes that a limited amount of outside work for private compensation may be advantageous to all

concerned. Such persons are therefore encouraged to engage in outside employment which will affirmatively contribute to their professional advancement or correlate usefully with their University work. This employment should not interfere in any substantial way with the employee's University duties nor conflict with his scheduled University assignments. Written approval from the department chairperson and dean must be obtained in advance of each instance of outside employment. Each dean or similar officer shall keep records on outside employment by personnel in his division or school, and such records shall be reviewed periodically. The employee shall always make it clear the outside employment is his own responsibility and that in it he does not act as an agent or representative of the University. University property or facilities shall not be used except with permission of the employee's department head or other superior, and the payment of appropriate fees therefore may be required. This policy shall replace the policy adopted by the Board of Trustees at its June 5, 1916, meeting, as well as any other policy statements which are in conflict with it.

Accidental Injuries

The Student Health Service will provide emergency treatment for accidents which occur on campus. It is appropriate, however, to transfer any emergency case to a local physician or hospital where more complete facilities are available for treatment. If such emergency occurs in connection with work performed for the University, the cost of subsequent emergency treatment at the local facility may be paid by the University. If the emergency did not develop in connection with work performed for the University, case costs at the local facility will have to be assumed by the individual. If permanent disability occurs in connection with work performed for the University, then this becomes a matter for processing through the Arkansas Workmen's Compensation Commission.

Traffic Regulations and Parking

All members of the University community who operate automobiles on the campus are required to register their cars with the Business Office and to obtain parking permits, and to comply with regulations established for traffic and parking. Permits issued to faculty and staff members are distinguished by color from those issued to students. Certain parking areas on campus are reserved for use by faculty and staff members.

APPOINTMENTS, PROMOTIONS, TENURE, DISMISSALS, APPEALS, AND GRIEVANCE PROCEDURES

University policies in reference to appointments, promotions, tenure, and dismissal of faculty members embrace in principle the provisions incorporated in the 1940 Statement of Principles of the American Association of University Professors, with certain modifications in detail to fit the specific circumstances of this campus.

I. Appointments and Promotions

In connection with appointments and promotions the following general principles shall be applicable:

The merit principles of advancement will be followed.

Criteria for satisfactory service may vary in different areas of University activity, but shall include factors such as teaching ability, creative ability, research competence, performance of departmental and University duties, service to the community, and professional recognition.

The doctorate or its equivalent is presumed to be an essential professional qualification for teaching ranks higher than instructor, except in certain areas where that degree is not of primary significance.

A new full-time faculty member shall be advised of the evaluative procedures and instruments and the substantive standards which are to be used in assessing his or her work. Each faculty member shall be given a periodic critical review of his or her work and status in the University and advised of its outcome by his or her department chairperson or dean. The faculty member shall be advised of the time when decisions affecting renewal are ordinarily made, and shall be given the opportunity to submit material which he or she believes will be helpful to an adequate consideration of his or her circumstances.

Appropriate weight shall be given to teaching and other experience in other institutions in making appointments and promotions.

Appointments, except where otherwise specified herein, shall be automatically renewable each year, except that appointments of non-tenured personnel may be terminated at the end of the year (academic or fiscal as the case may be) at the option of either the University or the faculty member concerned. In the event that the University does not wish to continue the appointment of an individual not having tenure the procedures described below in II, Section B, shall be observed.

A. Instructors: Initial appointment shall be for a single year, renewable from year to year, for a single year at a time, following satisfactory service. An instructor will normally be considered for promotion to the rank of assistant professor after three years of teaching or equivalent experience.

B. Assistant Professors: Initial appointments shall be for a single year, renewable from year to year, for a single year at a time, following satisfactory service. An assistant professor with prior experience as an instructor will normally be considered for promotion to associate professor after four years of teaching or equivalent experience at the assistant professor rank.

C. Associate Professors: New appointments (as distinguished from promotions which confer tenure rights) shall be for a single year, renewable from year to year, for a single year at a time, following satisfactory service. Reappointment for the fourth year of faculty service at the rank of associate professor shall confer tenure rights unless it is specified as a terminal appointment. An associate professor with five years of service in that rank will normally be considered for promotion to the rank of professor, consideration being given to outstanding ability. This promotion is to be considered a distinct honor and is not based primarily on length of service.

D. Professors: New appointments shall be for a single year, renewable from year to year for a single year at a time, following satisfactory service.

The person in charge of a grant-supported project must inform in writing any personnel hired from grant funds that the University does not have a commitment to continue employment of that person beyond the term of the grant, unless otherwise specified.

II. Tenure, Non-Reappointment, and Dismissals

A. Tenure

1. A faculty member with tenure rights acquired by the process prescribed herein thereby shall hold permanent appointment subject to the provisions herein.

2. The granting of tenure rights implies that the individual has completed successfully his or her period of testing and apprenticeship, and has become a full-fledged member of the University community. As such, the faculty member acquires increased obligations to that community, as well as additional procedural rights in the event that dismissal proceedings may be brought against the faculty member.

3. The faculty member shall be advised of the time when decisions affecting tenure are ordinarily made, and shall be given the opportunity to submit material which he or she believes will be helpful to an adequate consideration of his or her circumstances.

4. Appointment to a fourth year of full-time service in faculty status shall automatically confer tenure rights upon a faculty member who holds or is promoted to the rank of associate professor or professor unless the fourth appointment is a terminal appointment. New appointments at the rank of associate professor or professor may be made with provisions for accelerated or immediate acquisition of tenure. Tenure rights shall be conferred automatically upon a faculty member who holds the rank of assistant professor or instructor and who is appointed to an eighth year of full-time service at or above the rank of instructor provided the seventh appointment was not a terminal appointment.

In the case of new appointments at the rank of instructor or assistant professor, credit on a year for year basis, but not exceeding three years, will be granted for prior service at full-time faculty status at other institutions of higher education unless, because of special circumstances, a different amount is agreed upon. The amount of such credit, or the fact that no prior service carrying credit exists, will be agreed upon in writing by the faculty member, his dean, and his department chairperson and approved by the President at the time an official offer of a position is tendered and accepted. In the case of new appointments at the rank of associate professor or above, unless provisions are made for accelerated or immediate acquisition of tenure, it shall be conferred upon appointment to the fourth year of full-time service as stated above.

5. A faculty member on establishing tenure rights shall receive a notice informing him that he has acquired such rights. No person shall lose tenure rights already acquired by acceptance of leave-of-absence or by appointment to a University of Arkansas administrative position.

6. A faculty member holding tenure rights may be dismissed only for adequate cause, and only after the procedures hereinafter prescribed have been followed. A person notified that he will be so dismissed will, except in cases of moral turpitude, be given notice of dismissal one year prior to termination of employment. This provision does not create an award of severance pay but contemplates the performance of duties assigned for the period between dismissal notice and final termination.

7. No faculty member shall be dismissed in violation of the following principles of academic freedom; but the limitations stated herein are a responsibility of each faculty or staff member.

a. The teacher is entitled to full freedom in research and in the publication of results, subject to the adequate performance of his academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

b. The teacher is entitled to freedom in the classroom in discussing his subject, but should be careful not to introduce into the teaching controversial matter having no relation to his subject.

c. The University teacher is a citizen, a member of a learned profession, and a member of an educational community. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community is recognized as imposing special obligations. As a man of learning and a member of an educational community, he has a responsibility for awareness that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he is not an institutional spokesman.

B. Non-Reappointments

1. Non-Reappointments of non-tenured faculty members effective at the end of appointments:

A non-tenured appointment may be terminated effective at the end of an academic or fiscal year as the case may be at the option either of the individual or the University. A department chairperson or other appropriate official who decides not to recommend such a faculty member for reappointment shall notify him or her in writing in accordance with the following standards:

Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if the initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

At least one year before the expiration of an appointment after two or more years in the institution.

A faculty member has a reciprocal duty to give early notice of his resignation.

Upon being informed that reappointment is not being recommended, a faculty member, if he or she so requests within seven days, shall be advised orally of the procedures by which the decision was reached, the materials which were considered in arriving at the decision, and the reasons contributing to that decision. The faculty member, having heard the oral explanation of the non-reappointment decision, may within an additional seven days request the reasons in writing. Such a request shall be granted. If then within an additional seven days the faculty member requests a reconsideration in writing, the individual or body which initiated the decision for non-reappointment shall undertake a review of that decision, taking into consideration any new information available. Having heard the original oral explanation of the non-reappointment recommendation, the faculty member may, however, choose to request a reconsideration of the decision without the requirement that the written reasons for the decision be requested and supplied. Such a request shall be granted. (The faculty member shall maintain his or her right to have the reasons stated in writing after the reconsideration.)

If after reconsideration the decision is still not to recommend reappointment of the faculty member, he or she may then petition the UALR Committee on Tenure within seven days to review the case. (The procedures for such a review are outlined below in III, Appeals and Grievance Procedures: UALR Committee on Tenure.)

If the individual does not request these reconsiderations, reviews, or interviews after receipt of notification that he will not be reappointed, the matter shall be considered closed.

C. Dismissal

1. Dismissal of faculty members having tenure or of non-tenured faculty members prior to the expiration of appointment:

When reason arises to question the fitness of a person who has tenure rights or whose non-tenure appointment has not expired, the appropriate administrator shall discuss the matter with him in a personal conference.

If the individual does not request a hearing and agrees to the dismissal, no further action shall be taken.

If the individual does not agree to the dismissal and requests a hearing, he may then petition the UALR Committee on Tenure to begin the procedures as outlined below in III, Appeals and Grievance Procedures: UALR Committee on Tenure.

2. Dismissal of non academic personnel members: Same as above,

with the exception that an appeal should be made to the Faculty-Staff Appeals Committee.

III. Appeals and Grievance Procedures

Several channels of appeals and grievance procedures are open to faculty and staff members, as indicated below and in other appropriate sections of this Faculty Handbook and in the Staff Handbook.

Appeals involving issues of academic freedom, curriculum, or the tenure, promotion, dismissal, or non-reappointment of faculty members should be made to the UALR Committee on Tenure.

Although the normal expectation is that a dispute over a faculty member's salary will be handled by the Faculty-Staff Appeals Committee, a faculty member is not precluded from referring a salary dispute to the UALR Committee on Tenure instead of the Faculty-Staff Appeals Committee for determination if this is his wish.

In the event of a dispute as to which Assembly Committee should hear any kind of appeal, the President of the Assembly, the Chairperson of the UALR Committee on Tenure, and the Chairperson of the Faculty-Staff Appeals Committee shall decide the matter by majority vote among themselves.

A. Faculty-Staff Appeals Committee

1. Initiation of Appeal

   a. An appeal may be made to the Committee by a faculty member or a staff member who thinks a condition is unjust, is inequitable, is a hindrance to effective operation, or creates a problem. The appeal should be made only after normal administrative channels of settlement have been utilized.

   b. An appeal to the Committee should contain all of the information requested on the Appeals Form, which is available in the office of the Vice Chancellors. The Appeals Form shall be delivered to the chairperson of the committee. The complainant may amend the appeal before a hearing; thereafter changes can be made only at the discretion of the Appeals Committee.

2. Informal Proceedings

   a. Upon receipt of the Appeals Form, the chairperson of the Committee shall appoint two investigators from the Appeals Committee within seven calendar days of receipt of the appeal. The investigation shall be completed within

fourteen calendar days from the appointment of the investigators. Both time deadlines may be extended by a two-thirds vote of the membership of the Faculty-Staff Appeals Committee.

b. The investigators shall make every effort to achieve a settlement of the grievance between the parties involved without a formal hearing. The investigators shall report to the chairperson of the Committee that a settlement has been reached; or if no settlement has been reached, formal proceedings shall commence if requested by the complainant.

3. Formal Proceedings

a. The chairperson of the Faculty-Staff Appeals Committee, who is elected each year when the Committee is constituted anew, shall divide the members into three separate groups of five to serve as hearing panels in the event of formal proceedings on an appeal within the jurisdiction of the Faculty-Staff Appeals Committee. The order of service of these hearing panels is also established at this time. Neither of the persons who served as investigators during informal proceedings nor any Committee member against whom an appeal has been filed shall participate in the deliberations of the panel except as a witness. A hearing panel reports its findings and recommendations to the Chancellor.

b. The chairperson of the Faculty-Staff Appeals Committee shall cause to be issued and served to the respondent, in the name of the committee, a copy of the complaint, as it may have been amended, together with a written notice of the hearing, which shall begin within fourteen calendar days from receipt of this notification.

c. The respondent may file a written answer to the appeal within seven calendar days from receipt of the complaint and notification of hearing. The answer will be filed with the chairperson of the Faculty-Staff Appeals Committee. The respondent may amend the answer at any time before the hearing; thereafter, only at the discretion of the hearing panel.

A copy of this answer, or amended answer, will be served on the complainant within three calendar days of the receipt of the answer. The hearing panel may proceed,

notwithstanding any failure of the respondent to file an answer within the time provided, to hold a hearing and to establish its findings of fact and recommendations upon testimony taken at the hearing.

d. The hearing panel shall control the procedure of the hearings as it considers appropriate, including selection of its chairperson. All rulings and determinations of the hearing panel shall be by majority vote of the full panel including the vote of the chairperson.

e. At the close of the hearing, upon due consideration of evidence, the hearing panel shall submit to the Chancellor its recommendations and a summary of its proceedings, including vote totals. A copy of these recommendations will go to the complainant and to the respondent.

The Chancellor will make known his decision to the chairperson of the hearing panel, to the complainant, and to the respondent within ten calendar days from his receipt of the hearing panel's recommendations.

f. Time deadlines specified in this section on Formal Proceedings may be extended by a majority vote of the full membership of the hearing panel.

B. UALR Committee on Tenure

1. For Appeals Involving Non-Reappointment:

The function of the UALR Committee on Tenure, in responding to the faculty member's petition for review of his reappointment case, shall be the following:

a. To determine whether the decision of the faculty body or individual recommending the non-reappointment was the result of adequate consideration in terms of the relevant standards of the institution, with the understanding that the UALR Committee on Tenure should not substitute its judgment for that of the faculty body or individual.

b. To request reconsideration by the faculty body or individual when the committee believes that adequate consideration was not given to the faculty member's qualifications. (In such instances, the UALR Committee on Tenure should indicate the respects in which it believes the consideration may have been inadequate.)

c. To provide copies of its report and recommendations to the faculty member, the individual or faculty body which made the original decision, and to the administrator to whom the recommendation for non-reappointment was sent.

A faculty member who has been informed that reappointment is not being recommended may request an interview within seven days after receipt of the original notice, or if he requested reconsideration or review by the UALR Committee on Tenure, within seven days after receipt of the report on reconsideration or review, first with the dean of his division or school, or other appropriate administrator, then, if he further requests it within an additional five days, with the Vice Chancellor for Academic Affairs. The dean, or other administrator, and the Vice Chancellor for Academic Affairs jointly will make the final decision on the appeal. Department chairpersons and other individuals may be requested to participate in the interviews by the individual concerned, by the Vice Chancellor for Academic Affairs, or by the dean or other appropriate administrator.

2. For Appeals Involving Dismissal

a. Preliminary Proceedings Concerning Fitness.

When a petition concerning dismissal is received by the UALR Committee on Tenure, the chairman of the Committee shall name a subcommittee consisting of three members of the UALR Committee on Tenure to make inquiry into the situation, and to effect an adjustment, if possible. If no settlement is effected, the subcommittee shall determine whether or not, in its view, formal proceedings to consider the individual's dismissal shall be instituted, and it shall notify the individual concerned, the Chancellor and other appropriate administrators of its conclusion. If the subcommittee recommends that such proceedings be begun, or if the Chancellor, after considering a recommendation of the subcommittee favorable to the individual decides that a proceeding should be undertaken, action shall be formulated jointly by the Chancellor and the subcommittee of the UALR Committee on Tenure or, if disagreement exists, the Chancellor shall formulate the statement.

b. Commencement of Formal Proceedings.

The formal proceedings shall be initiated by a communication addressed to the individual by the Chancellor informing him of the statement formulated, and that, if he so requests, a hearing to recommend whether his employment by the University shall be terminated, on the grounds stated, will be conducted at a specified time and place by a faculty panel constituted as described in Section d. below. Sufficient time shall be allowed to permit the individual to

prepare his defense. The individual shall be informed in detail or by reference to published regulations of the procedural rights to which he is entitled, including the right to be represented by counsel.

The individual shall indicate whether he wishes a hearing and, if so, shall file with the Chancellor within two weeks of the date of its mailing by the Chancellor an answer to the statement of grounds for the proposed dismissal.

c. Suspension.

Suspension of the individual from his normal duties or reassignment to other duties during the proceedings involving him will occur only if a demonstrably bona fide emergency exists threatening harm to the individual, to others, or to the University. Such suspension shall be with pay.

d. Hearing Panel.

Upon receipt from the Chancellor of a copy of the statement of grounds of dismissal accompanied by the individual's answer thereto, one of the previously-constituted panels of the UALR Committee on Tenure shall conduct a hearing and recommend a course of action. The hearing panel shall not include any of the three members of the subcommittee which conducted the preliminary inquiry. The hearing panel shall select its own chairperson.

e. Panel Proceedings.

The panel shall proceed by considering, before the time of the hearing, the statement of grounds for dismissal already formulated, and the individual's written response.

The hearing shall be conducted in private. Charges contained in the initially formulated statement of grounds for dismissal may be supplemented at the hearing by evidence of events including new grounds which have occured after the initial communication to the individual. If such supplementary charges are adduced the hearing panel shall provide the individual with sufficient time to prepare his defense.

The Chancellor shall have the option of attendance during the hearing and he shall designate an appropriate representative to assist in developing the case.

The panel shall determine the order of proof, shall supervise the questioning of witnesses, and, if necessary, shall require the presentation of evidence important to the case

The individual and the administration shall have the privilige of assistance by counsel. The individual shall have the aid of hearing panel when needed in securing the attendance of witnesses. The individual or his counsel and the representative designated by the Chancellor shall have the right within reasonable limits to question all witnesses who testify orally. The individual shall have the opportunity to be confronted by all witnesses adverse to him. Where unusual and urgent reasons move the hearing panel to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his statements, shall nevertheless be disclosed to the individual during the hearing.

Subject to these safeguards written statements may, when necessary, be taken outside the hearing and reported to it. All of the evidence shall be duly recorded. Formal rules of court procedure and of legal evidence will not be followed.

f. Consideration by Hearing Panel.

The hearing panel shall formulate its recommendation in private, on the basis of the hearing. Before doing so, it shall give opportunity to the individual or his counsel and the representative designated by the Chancellor to argue orally before it. If written briefs are desired, the hearing panel may request them. The hearing panel shall proceed to decision promptly without having the record of the hearing transcribed when it feels that a just decision can be reached by this means; or it may wait the availability of a transcript of the hearing. It shall make explicit findings with respect to each of the grounds for removal presented.

The Chancellor and the individual shall be notified of the recommendation in writing and a copy of the record of the hearing shall be available to the individual or his counsel. Publicity concerning the hearing panel's recommendation shall be withheld until final disposition of the case by the Board of Trustees. Any release of information to the public shall be made through the Chancellor's office.

g. Consideration by Board of Trustees.

The Chancellor shall transmit, through the President, to the Board of Trustees the full report of the hearing panel, stating its recommendation. If the Board of Trustees chooses to review the case, its review shall be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The recommendation of the hearing panel shall either be sustained or the proceedings shall be returned to the panel with objections specified. In such a

case the hearing panel shall reconsider, taking account of the stated objections and receiving new evidence if necessary. It shall frame its decision and communicate it in the same manner as before. Only after study of the hearing panel's recommendations and record of its proceedings on reconsideration, shall the Board of Trustees make the final decision sustaining or overruling the hearing panel's recommendations

C. Complaint Procedures for Individual Charges of Discrimination by Faculty and Staff Through the Affirmative Action Program and Federal Laws and Regulations

1. All grievances charging discrimination on account of race, sex, color, religion, or national origin shall be resolved exclusively under these procedures.

2. All University personnel may file written charges of discrimination because of race, sex, color, religion, or national origin with the Equal Employment Opportunity officer or Coordinator of Title IX. All charges must be filed on a complaint form which will be provided by the appropriate administrative officer. Upon receipt of charges the officer shall notify the person or unit being charged of the complaint, send a copy of the complaint to such person or unit, request a written response from the unit or person, and initiate an investigation of the charge.

3. The administrative officer shall make a preliminary finding on the basis of the complaint, investigation, and respondent's written response as to whether or not probable cause exists to believe discrimination has occurred and then shall hold consultation sessions with the complainant and the respondent. Should these consultation sessions not result in resolution by mutual consent, the officer shall present the matter to the Human Rights Committee. The Committee shall determine, on the basis of the evidence presented, whether or not the respondent committed the acts of discrimination, and if so, make recommendations for solving the complaint.

4. Charges of discrimination may be resolved by mutual consent between parties at any stage of the complaint process.

Provision for Determination of Individual Complaints of Charges of Discrimination

1. The Human Rights Committee exists for the following purposes:

a. To hear evidence of complaints at the request of the Equal Employment Opportunity officer or Coordinator of Title IX on individual charges of discrimination with regard to race, sex, color, religion, or national origin.

b. To make findings as to the validity of such charges.

c. To make recommendations in order to resolve the complaints of individuals on charges of discrimination.

d. To monitor the University's efforts to comply with the State and the University desegregation and affirmative action plans.

e. To bring to the attention of the administration any discrimination complaints and grievances.

f. To submit an annual report through administrative channels to the Department of Higher Education.

g. To recommend programs and activities for improving human relations for/between faculty, staff, and students on campus.

2. All determinations made by the Human Rights Committee shall be reported in writing to the parties involved, the appropriate officer, and the Office of the Chancellor. The Office of the Chancellor and the Board of Trustees are not hereby committed to the findings of the Committee.

3. The Human Rights Committee is composed of members of the University community (representing staff, faculty, and students, with the Equal Employment Opportunity officer, Coordinator of Title IX, and Special Assistant to the Chancellor for Title VI as ex officio members) to be appointed by the Chancellor who shall, in making appointments to the committee, take into consideration the interests, background, and knowledge of appointees in dealing with questions of discrimination.

4. The term of all members shall be one year. No member shall serve more than two consecutive years. The Human Rights Committee shall select one of its members to serve as chairperson.

5. The Equal Employment Opportunity officer and Coordinator for Title IX shall serve as permanent advisors and consultants to the Human Rights Committee.

6. The Human Rights Committee shall adopt such additional rules or procedures as may be required to conduct its functions.

7. The Chancellor shall implement through the appropriate officer those recommendations presented by the Human Rights Committee which he determines to be appropriate.

FEDERAL LAWS AND REGULATIONS CONCERNING DISCRIMINATION IN EDUCATIONAL INSTITUTIONS

Laws Affecting the Operating Policies

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin by education programs receiving federal funds. This legislation provides coverage for students and others. Employment policies and practices are exempted from coverage. It is administered by the Office for Civil Rights, U.S. Department of Health, Education, and Welfare, Washington, D.C. 20201, and regional HEW offices.

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex. It is administered by the Equal Employment Opportunity Commission, 1800 G Street, N.W., Washington, D.C. 20506, and regional EEOC offices.

Executive Order 11246, as amended by 11375, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex by institutions with federal contracts of over $10,000. It is administered by the Office for Civil Rights, U.S. Department of Health, Education, and Welfare, Washington, D.C. 20201, and regional HEW offices.

Equal Pay Act of 1963, as amended by the Education Amendments of 1972 (Higher Education Act), prohibits discrimination in salaries (including almost all fringe benefits) on the basis of sex. It is administered by the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210, and regional Wage and Hour Division Offices.

Title IX of the Education Amendments of 1972 (Higher Education Act) prohibits sex discrimination against students or others in education programs or activities. Patterned after Title VI of the Civil Rights Act, Title IX states, "No person. . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Unlike Title VI, Title IX also covers the employment practices of education institutions. It is administered by the Office for Civil Rights, U.S. Department of Health, Education, and Welfare, Washington, D.C. 20201, and regional HEW offices.

Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, as amended by the Comprehensive Health Manpower Training Act and the Nurse Training Amendments Act of 1971, prohibit (a) sexually discriminatory admission of students to federally assisted health personnel training programs, and (b) sexually discriminatory practices affecting employees who work directly with applicants to or students in such programs. It is administered by the Office for Civil Rights, U. S. Department of Health, Education, and Welfare, Washington, D.C. 20201, and regional HEW offices.

Statement of Policy

The University of Arkansas at Little Rock is committed to the principle of equality of opportunity for minority group members and women. Failure to include minorities and women fully in society results in a waste of human resources and conflicts with fundamental concepts of human rights. We must take remedial steps and affirmative action to eliminate any discrimination which has or may have resulted from policies and practices.

The University will comply with and enforce all rules and regulations of Title VI and Title IX of the Education Amendments of 1972 concerning admission, treatment of students and employment. The University will not discriminate on the basis of sex or race in the educational programs or activities which it operates and reaffirms its commitment to work cooperatively with governmental organizations.

Inquiries concerning the application of Title IX shall be made to: Ms. Barbara Taegel, Coordinator of Title IX, University of Arkansas at Little Rock, Administration Building, Room 210, Telephone: 568-2200, Ext. 212 or 213. Other inquiries regarding discrimination based on race, national origin or religion shall be made to the Equal Opportunity Director.

General Information

The University of Arkansas at Little Rock has an Affirmative Action Plan which has been approved by the Office for Civil Rights in the Department of Health, Education, and Welfare. Copies of the Affirmative Action Plan are available in the following offices: Director of Equal Employment Opportunity, Administration Building, room 303; Director of Women's Affairs, Administration Building, room 210 and Department Head offices.

The Human Rights Committee has been established for the following purposes: to provide due process for the hearing of employees and students

grievances because of alleged discrimination on the basis of race, creed, national origin or sex; monitor the University's efforts to comply with the State and University desegregation and affirmative action plans, and to recommend programs and activities for improving human relations for/between faculty, staff and students on campus. (See Faculty Handbook, "Human Rights Committee".)

As a further commitment to be involved in institutional change and to provide needed research and recommendations upon the status of women and enhance opportunities for University women employees, a Commission on the Status of Women was organized and approved in 1972. The Commission is composed of interested volunteers from the faculty and staff. (See Faculty Handbook, "Commission on the Status of Women".)

RETIREMENT POLICY

The present University Retirement Policy is a liberalized modification of a policy which had been in effect for many years. This policy, as explained in Administrative Memorandum No. 38, February 16, 1961, is as follows:

A member of the faculty or staff is automatically retired at age 67 years. Such retirement becomes effective at the close of the fiscal year during which the member shall have attained his 67th birthday. At the time of retirement he shall be assigned emeritus rank. After attaining age 65 a faculty or staff member may elect to retire and assume emeritus rank as of the end of the fiscal year.

A member of the faculty or staff of emeritus rank is not eligible for reappointment to a former position. The University may, however, make use of his services, from year to year, in some other position at a lower rank and salary, if and when a vacancy occurs. No such appointment shall be made after the close of the fiscal year in which the person has attained his 70th birthday.

No change in the statement of the rules concerning staff benefits results from this modified retirement policy. The period of authorized full-time employment and the benefits which that status entails are simply extended by two years to age 67, unless one chooses the option of retiring and assuming emeritus rank at age 65.

Under the changed policy, members of the faculty and staff are offered increased opportunity for service and increased security as a result of rendering this service. In some instances, of course, it becomes desirable in the interest of the University or of the individual to make reassignments of duties prior to actual retirement.

Persons holding the emeritus rank are entitled to all the courtesies extended to other members of the University community, such as use of the University libraries, membership in University clubs and attendance at all University-wide social functions.

LEAVES FROM OFFICIAL DUTIES

Vacation With Pay. Faculty members and administrative officials on twelve month appointments are given a total of 22 working days of vacation with salary each year, with the vacation schedule to be arranged in consultation with the department chairperson concerned and the appropriate administrative official. Personnel employed on the twelve month basis are expected to keep their regular work schedule during the normal work days of Thanksgiving, Christmas, and spring holiday seasons.

A vacation leave must be taken within the twelve months in which it is earned, or within the next fiscal year after one in which it was earned. Exception may be made only in unusual circumstances and with approval of the Vice Chancellor for Finance.

Terminal leave in lieu of vacation ordinarily is available. Terminating faculty should make advance arrangements through the department chairperson and the dean if the option is desired.

Academic employees on a nine month basis are not granted separate vacation periods with pay, as they are free of classrooms duties during the academic breaks at Thanksgiving, Christmas, and spring.

Holidays. The University offices are closed for observance of the following holidays:

Labor Day
Thanksgiving
Day after Thanksgiving
December 24, Christmas Eve
December 25, Christmas
December 31, New Year's Eve
January 1, New Year's Day
Friday of Spring Vacation
Friday before Memorial Day
Memorial Day
July 4, Independence Day

When a holiday (except December 25) falls on Saturday, the preceding Friday is observed as the holiday. When December 25 falls on a Saturday, the following Monday is observed. When the holiday (except December 24) falls on Sunday, the following Monday is observed as a holiday. When December 24 falls on Sunday, the preceding Friday is observed.

Off-Campus Duty Assignments. Although the University does not have the conventional sabbatical leave policy, special off-campus duty assignments may be made for a maximum of one semester at full salary or two semesters at half salary. Such assignments are open to faculty members and administrative officials who have held continuous University appointments for at least six years.

An off-campus duty assignment involves an approved project to which the individual devotes his time in study, writing, or other pursuit deemed beneficial to the purposes of the University. Such an assignment may not be used by the recipient to pursue a formal degree program of study. One receiving such an assignment must agree to return to the University for a full academic year of regular duty following completion of the assignment. Failure to return obligates the recipient to refund the stipend paid while he was absent from the campus. Upon return to the campus the recipient will file a written report of his accomplishments with his administrative superior.

Annuity and insurance provisions may be continued by special arrangements during the recipient's absence.

Leaves Without Pay. Leaves of absence without pay may be approved by the Chancellor after the application for such leave has been approved by the applicant's department chairperson and division dean, and the appropriate vice chancellor. Ordinarily such leaves are not granted to one below the rank of assistant professor. Leaves are for a maximum of one year and entail an obligation on the part of the recipient to return to the University for at least one academic year of duty. Staff benefits may be continued at the individual's own expense.

Sick Leave. Faculty members and administrative officials on twelve month appointments earn sick leave at the rate of twelve working days a year; faculty members on nine month appointments earn sick leave at the rate of ten working days an academic year. Sick leave may accumulate up to 90 working days. If the period of absence because of illness exceeds the accumulated sick leave credit, additional sick leave may be borrowed from future credit at the rate of two days for each year of service, up to a maximum of 10 days. Annual vacation leave with pay, if taken within twelve months in which it is earned or within seven months after the end of the year in which it is earned, may be used to extend the sick leave, or it may be used in lieu of borrowing from future credit.

Attendance at Professional Meetings. Faculty members and administrators are encouraged to attend professional meetings, because such meetings are beneficial to both the individual and to the University. Brief leaves from official duties will be granted for attendance at such meetings when circumstances permit, and the University will reimburse the individual for a part of the travel expenses when travel funds are available for such purposes. Applications for leave and travel allowance for attendance at professional meetings must be approved in advance by the appropriate administrative personnel.

REGULATIONS IN BUSINESS AFFAIRS

Purchase of Supplies. All purchases to be paid for by funds under University control must be made through the Purchasing Agent in the Business Manager's Office on requisition blanks provided for that purpose. Confirming requisitions submitted after purchase will not be accepted, save in cases of emergency. In such an emergency situation, the Purchasing Agent must be notified immediately and the reason for such action must be fully reported. A confirming requisition must then be submitted as the Purchasing Agent directs. The contracting of a debt against the University without proper authorization, or in the absence of funds to pay that debt, makes the contractor personally liable.

Whenever it is necessary to return merchandise to vendors, especially returnable containers, it is necessary to notify the Purchasing Agent of the action and to send him a copy of the notice sent to the vendor.

Sale of University Property. Sale of any item or property, equipment, or land must be cleared by the Vice Chancellor for Finance and details of the sale itself must then be handled by the Business Manager or by another University official designated by the Vice Chancellor for Finance.

Sale of Books. Under University policy, faculty members are not permitted to sell books or other instructional materials to students. When students are required to purchase books or other instructional materials in any academic program, the teacher in charge should arrange for sale of the required articles through the University Book Store.

Travel Regulations. All academic personnel will secure approval from the appropriate department chairperson, dean, and from the Vice Chancellor for Academic Affairs (as Travel Administrator) prior to travel, using the forms provided for this purpose. All other personnel will secure prior approval from the unit supervisor and from either the Vice Chancellor for Finance, the Vice

Chancellor for Student Affairs, or the Director of Special Projects as appropriate (as Travel Administrators). Reimbursement for travel is dependent upon availability of funds as budgeted to the various units of the University. University travel regulations are based on State travel regulations. Current copies may be obtained from the Business Manager's Office.

Use of Private Cars. The University will pay a mileage allowance on a private car used by the owner on officially approved trips for University business. Such mileage will be charged against the travel budget of the traveling employee's department. All persons using private cars to transport students must clear the trip in advance through the Vice Chancellor for Academic Affairs or other appropriate administrator, and must furnish proof that the individual carries adequate liability insurance. The University insurance program provides medical and accident insurance for students but the University is not the defendant in the event a suit is brought.

Use of University-Owned Vehicles. The University has vehicles, including sedans, station wagons, and 11-passenger buses, available to faculty and staff traveling on official University business. Charges for these vehicles are at the same mileage rate allowed in the current travel regulations or, for local use, at an hourly rate. Charges are made directly against the user's department or unit budget. Travel out of the state in a University vehicle must be approved in advance by the Vice Chancellor for Finance. Vehicle reservations are made on a first-come, first-served basis, through the motor pool in the Physical Plant Department.

Telephones. University telephones are provided for University business. All long distance calls placed from University telephones are to be placed through the University operator. The tax exemption status of the University will not permit personal long distance calls to be charged to University telephones.

Keys. Keys are issued to faculty and staff upon the written authority of the dean or department chairperson responsible for that area. This entails the execution of a Key Authorization Card signed by the proper authority. Building master keys are issued to division deans or department heads responsible for the building. A student may receive keys by the co-signature of his supervising faculty member in addition to the above procedure. The faculty member assumes the responsibility for the key and its return.

Keys are issued by the Key Control Clerk in the Physical Plant Office. Upon presentation of a Key Authorization Card, the key is issued, and a Key Receipt Card is completed and signed by the person receiving the key. The possession of a key places with that person the responsibility for security of items protected by the lock. If a key is lost, it must be reported immediately

to the department chairperson, dean, and Key Control Clerk and a lost key card executed. Conditions under which keys are lost may necessitate the replacement of locks subject to that key. Responsibility for the payment of costs for replacement (the division or school, department, physical plant, or the individual) must be determined in each situation, dependent upon the circumstances. For security reasons, the prompt reporting of lost keys is imperative.

Keys may be returned at any time or at the direction of the division dean, department head, or supervising faculty member. Upon termination of employment, a Termination Clearance Card must be signed by the Director of the Physical Plant showing that keys have been returned to that office. The card must be signed and submitted to the Payroll Office before the last salary check can be released.

SOME FACULTY RESPONSIBILITIES

General

A faculty member is expected to meet classes at the regularly or announced scheduled time and location, unless a change is approved in advance by the department chairperson.

In their relationships with students, faculty members should use as a guide the "Joint Statement on Rights and Freedoms of Students" in AAUP Policy Documents and Reports (1973 Edition).

A committee of the University Assembly has endorsed the desirability of evaluation of the teaching function, and forms for student evaluation of teaching and faculty evaluation of administrators are available to any faculty member from the office of Vice Chancellor for Academic Affairs. In some cases, departments or divisions or schools may recommend the use of certain forms.

Faculty members are participants in the scholarly community, and are encouraged to engage in study, professional activities, research, and publication appropriate to their disciplines.

Grade Reports and Examinations

Grades are reported by faculty members to the Office of the Registrar on official report forms at times announced by the Registrar. Complete instructions for the reporting of grades are sent to each faculty member a few days prior to the dates for reporting of grades.

Although the reporting of mid-semester grades is not required, the University Assembly has established the policy that "any student has the right to an evaluation of his or her grade in a course prior to the end of the drop period".

Each faculty member is expected to select appropriate times for the periodic examinations which are necessary or desirable during the course of the semester, but the complexities of an academic institution make it necessary that all faculty members comply with an orderly schedule of final examinations.

A copy of the final examination schedule is included as part of the printed schedule of classes and each faculty member is required to use the specified schedule for final examinations. Whenever extreme circumstances make necessary a deviation from the announced schedule, clearance for such deviation must be obtained in advance from the appropriate department chairperson and dean.

Final examinations in summer term courses are given at the final scheduled class session, and grades are reported on official report forms provided by the Office of the Registrar.

Grade Appeals Procedure

The purpose of the Grade Appeals Procedure is to afford an opportunity for the students to appeal a final grade if they feel the final grade was inequitably awarded in that it violated the instructor's own specified grading standards. The appeal procedure is as follows:

STEP 1 The student must approach the instructor in question to discuss the grade and attempt to resolve any differences. This must be done within 30 days after a final course grade is awarded.

STEP 2 If unable to resolve differences with the instructor, the student shall file an appeal stating the grade he feels he deserved with the instructor's department chairperson within two weeks following his discussion with the instructor. The department chairperson may attempt to resolve the dispute within two weeks and shall inform both parties of subsequent appeals procedures.

STEP 3 The student may within 30 days of being so informed by the department chairperson file an appeal with the SGA President.

STEP 4 The President of the SGA shall convene a three student screening body composed of two Student Court Justices and one member of the specific class in question chosen by the instructor.

In case the instructor fails to cooperate or is not available, a member of the specific class in question may be appointed by the department chairperson. Prior notice of the committee meeting shall be given to both the instructor and the student who shall be permitted to present oral or written testimony in their own behalf. If the screening body determines by majority vote that the grade was inequitably awarded in that it violated the instructor's own grading standards, a written report shall be filed with the dean of the division or school offering credit for the course involved.

STEP 5. The division or school dean shall appoint one faculty member and one student to serve with one faculty member chosen by the student complainant on a final appeals board which the dean shall convene within two weeks of receipt of the screening body's report. Majority vote of the appeal board shall be required to change the grade to the one requested by the student.

Academic Counseling

Academic counseling of students is one of the functions of the teaching faculty. Faculty members are expected, therefore, to participate in the academic counseling programs of their departments and divisions. Regularly scheduled office hours for this function are generally desirable.

Attendance at Commencement

At least half of the faculty members from each division or school, as determined by the dean, are expected to be present and to take part in the academic procession at commencement programs unless excused by the appropriate department chairperson and dean.

The wearing of appropriate academic regalia is required at such functions. Faculty members who do not own academic regalia may rent the items through the University.

RESEARCH

Contract and grant research and other activities supported from outside funds are administered by the office of the Associate Vice Chancellor for Academic Affairs, Graduate Programs and Research. The administrative responsibilities of this office, with respect to research and other activities funded by grants extend to all departments and units of the University.

The Associate Vice Chancellor, in cooperation with the appropriate dean and department chairperson is available to assist faculty or staff members in the

preparation of proposals to potential sponsors of projects. Direct contact between the grant proposer and a potential sponsor during preliminary negotiations is encouraged. The office attempts to keep faculty and staff informed of research trends and of sources of support from sponsoring agencies.

Faculty and staff members considering submitting research grant proposals should contact the Associate Vice Chancellor at an early stage in the preparation of the application. Early communication of certain procedural matters can avoid later duplication of effort. For example, University policy with respect to amounts for fringe benefits and indirect costs must be followed in preparing budgets for grant applications.

When a proposal, including the budget, is in final form it is approved by the office of the Vice Chancellor for Finance and the Associate Vice Chancellor before it is forwarded to the Secretary of the Board of Trustees, who signs all proposals and contracts on behalf of the Board of Trustees. Also, all proposals are technically submitted by the "Board of Trustees, University of Arkansas, on behalf of the University of Arkansas at Little Rock" and all applications should reflect that fact.

Contract accounting is performed in the office of the Vice Chancellor for Finance. A separate account is established for each project and expenditures are made upon request of the principal investigator within the terms of the contract or grant. In handling these details, close cooperation is maintained between the office of the Vice Chancellor for Finance and the office of Graduate Programs and Research.

Each academic year the University provides a research fund from which a faculty member may request support for research. The Faculty Research Committee receives applications for these funds and makes allocations, under the authority of the Vice Chancellor for Academic Affairs. Faculty members are notified in the fall about the format and deadline for applying to the Faculty Research Committee.

Faculty and administrators involved in grant-supported projects must inform in writing any personnel hired from grant revenues that the University does not have a commitment to continue employment of that person beyond the terms of the grant, unless otherwise specified.

FRINGE BENEFIT PROGRAM

(The following fringe benefit program is kept under review by the Fringe Benefits Committee as described in Part III of this Faculty Handbook, under the heading "Appointed Standing Committees of the Assembly".

Brochures describing the annuity and insurance programs in detail are available in the Personnel Office).

1. TIAA. (Teachers Insurance and Annuity Association) Retirement income. Participation is optional, not required. UALR will match faculty and staff contributions up to six percent of the annual salary. Faculty and staff members may choose to allocate annuity contributions between TIAA/CREF on the following ratios: 0/100; 25/75, 50/50; 75/25; or 100/0. The College Retirement Equities Fund (CREF) makes investments in common stocks. The Teachers Insurance and Annuity Association (TIAA) makes investments exclusively in fixed-dollar obligations.

Supplemental retirement annuity is available by special request to the Head of Nonacademic Personnel in the office of the Vice Chancellor for Finance. The supplemental retirement annuity (SRA) is a form of TIAA-CREF contract for use by persons who want to set aside tax-deferred retirement funds over and above amounts being accumulated under their institution's basic retirement plan.

Because many universities and colleges are participants in TIAA and CREF, participating individuals are able to move from one of these institutions to another without hindrance to their annuity program.

2. **Social Security**. The University pays the maximum as specified by law.

3. **Group Life and Group Health Care Insurance Package.** UALR contributes approximately 23 percent to the cost of premiums for the basic group life insurance which also provides accidental death and dismemberment coverage. The amount of individual coverage is determined by the employee's annual salary. An optional life insurance coverage is also available for additional premiums paid entirely by the employee.

The University contributes between one-third and one-fourth of the cost of the premiums for the major medical insurance.

The major medical insurance program provides broader coverage than do many group medical insurance programs in effect, and it includes numerous out of hospital benefits after the deductible for the particular benefit period has been paid.

Since this is a package plan, the employee must take both the basic life insurance and the major medical insurance or take neither.

4. **Long-Term Salary Continuance Insurance.** Disability insurance. The University makes available a long term disability salary continuance in

which there may be no income. This program is available to faculty and staff on an elective, employee-pay-all basis at very low cost.

5. Taking Courses. A full-time faculty or staff member and emeritus personnel of any unit of the University of Arkansas may register for the following maximum number of credit hours at reduced rates of one-half of the applicable regular registration fees: One course not to exceed five credit hours or a cumulative total of eight credit hours in any two consecutive regular semesters. Enrollment is limited to one course for each semester in the regular academic year and is limited to three hours of credit each term in the summer session.

In order to qualify for the reduced rates, the employee must present a completed Faculty Enrollment Authorization form at the time of registration. These are available in the office of the Vice Chancellor for Academic Affairs. Forms authorizing enrollment of staff personnel may be obtained at the cashier's desk in the controller's office.

Approval of released time for taking courses must be requested from the individual's immediate superior and by petition to the appropriate Vice Chancellor.

6. Out-of-State Tuition Costs. Wives, husbands, sons, and daughters of faculty and staff members who have not lived in Arkansas long enough to establish legal residence are excused from payment of the out-of-state tuition costs usually charged new residents of the State.

UNIVERSITY PUBLICATIONS

A Campus Bulletin, including items of general interest and schedules of coming events, is published and distributed each Monday when the University is in session. A Faculty-Staff Newsletter of items especially about and of interest to faculty members is published twice a year. Items for inclusion in either should be submitted to the Director of the News Bureau. The deadline for the Campus Bulletin is 4:00 p.m. of the Thursday before publication.

Each fall, the following lists and directories are generally distributed: a directory of campus telephone extension numbers, a directory of campus office numbers, a list of committees and their members, and a directory of home addresses and telephone numbers of faculty, staff, and students.

A number of other handbooks for various aspects of the University are published, usually with annual revisions. They include, with the office from which copies may be obtained:

Faculty Handbook (Vice Chancellor for Academic Affairs)
Staff Handbook (Vice Chancellor for Finance)
Student Handbook (Vice Chancellor for Student Affairs)
Library Handbook (Director of the Library)
Affirmative Action Plan (Affirmative Action officer)

Bound volumes of the minutes of the UALR Assembly and of the annual reports of the University are kept on file in the Library.

The UALR Bulletin is usually revised annually, with a deadline of late summer for publication in January. Suggestions or comments about the Bulletin should be directed to the office of the Vice Chancellor for Academic Affairs.

USE OF UNIVERSITY FACILITIES

Statement of Principles

The University of Arkansas at Little Rock has an obligation to its students and to the larger society of which it is a part to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints. This means freedom to teach, freedom to learn, freedom to discuss, and freedom to expose ideas to the critical analysis appropriate to the University setting. In order to accomplish this mission, the administration, faculty, and students have a continuing responsibility for preserving the freedom to teach, to discuss, and to explore.

The University's dedication to the spirit of free inquiry requires the examination and evaluation of controversial viewpoints, but obviously does not require the endorsement of such viewpoints. Divergent points of view must be recognized, but at the same time kept within a framework of orderly conduct in accordance with human dignity, respect for the individual and the responsibilities of the University.

The University is not available for exploitation, and special interests out of harmony with its educational objectives are not to be served.

Policy Statement on Facilities

University facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times when not required in the regularly planned educational program, the University facilities may be made available for extracurricular use to divisions, departments, and other organizational units of the University; to organizations composed exclusively of faculty and staff; to organizations which exist solely for the benefit of the University; and to recognized student organizations with approval of the faculty advisor.

University facilities, when requested by any of the organizations described in the preceding paragraph, will presumably be made available unless there is a scheduling conflict. Under the law, however, University facilities cannot be made available to other organizations for their own purposes. But when a facility is in use neither for a regularly scheduled educational activity nor for an extracurricular use by one of the University organizations described in the preceding paragraph, the Chancellor is authorized to approve the use of the facility when such use serves the educational objectives of the University

provided that such use does not pertain to the soliciting of political party membership or supporting or opposing political candidates, or the raising of money for projects not directly connected with a University activity or for the conduct of private business.

Procedures

A. Use by Faculty and Staff

A member of the faculty who is responsible for a class, conference, or institute which is a part of the University educational program shall be free to invite outside speakers to participate.

Any division, school, department, or other organization of the faculty or administration, any organization composed exclusively of faculty members or University employees, and any other organization whose membership includes University faculty members and which exists solely for the benefit of the University or for scholarly pursuits may use University facilities to hold meetings, subject only to UALR regulations regarding room scheduling.

B. Use by Student Organizations

Any recognized student organization may use University facilities for open or closed meetings, subject only to local campus scheduling regulations. If an off-campus speaker is to be invited to address an open meeting of a recognized student organization, the faculty advisor must give his approval and a faculty member must signify in writing his agreement to serve as moderator, prior to the time that an invitation is extended and publicity is released.

No University facility may be reserved for an open meeting without evidence of the approval of the faculty advisor. A roster of recognized student organizations and their faculty advisors will be provided annually by the office of the Vice Chancellor for Student Affairs.

When a recognized student organization has invited an off-campus speaker it shall file a notice of the meeting in a central register maintained in the office of the Vice Chancellor for Student Affairs. This notice, which shall be filed at least ten days prior to the meeting, shall contain sufficient information to identify the speaker, the topic, and the nature of the meeting. The only purpose of this filing is to provide information on forthcoming events.

The University administration may properly inform an organization concerning its views on any proposed meeting on which an off-campus speaker has been invited but will leave the final decision concerning the meeting to the organization and its faculty advisor.

Publicity and communications concerning any meetings shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship. An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his views by the University, by the student organization, or by its faculty advisor.

In all open meetings at which an off-campus speaker will speak, a faculty member shall serve as moderator and a reasonable period shall be reserved for questions from the audience.

In case a request for the use of a University facility by a recognized student organization is not granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request, stating the reasons for the denial.

Speakers may be invited to the campus to discuss political issues. Recognized student organizations may solicit membership and dues at meetings. However, political party membership may not be solicited, political candidates may not be supported or opposed, money may not be raised for projects not directly connected with a University activity, and private business may not be conducted in University facilities.

C. Non-University Groups

The facilities and resources of the University exist for the sole purpose of supporting and furthering a program of higher learning. The use of facilities of the University should be extended to non-University groups only when that use will enhance, support, further, or enrich the educational program of the University and such use will not interfere with the educational activities of the University.

The evaluation of the appropriateness and worth to the University program of a particular use of facilities by a non-University group or organization shall be based upon the following criteria:

1. Relevance and contribution to the needs of the educational program of the University.

2. Timeliness and intrinsic merit of the activity.

3. Availability of suitable space not needed for the educational activities of the University.

University facilities shall not be used by non-University groups or organizations for their own exclusive purposes, for the solicitation of political

party membership for the support or opposition of a political candidate, for the raising of money for projects not connected with a University activity, or for the conduct of private business.

D. Procedure for Requesting Use and Scheduling

Anyone wishing to use the academic facilities (e.g. classrooms) should contact the Student Affairs Assistant. Requests for special-purpose facilities should be directed to the appropriate responsible person, as follows:

Student Union: Supervisor of the Student Union
Fine Arts Auditorium, Recital Hall, Choral Room: Coordinator of the Fine Arts Building
Physical Ed[illegible] Building: Chairperson of the Department of Health, Physical Education, and Recreation
Field House: Director of Athletics

E. Dismissal of Classes for Speakers, Concerts, and Similar Activities

Dismissal of classes for speakers, concerts, and similar activities shall be at the discretion of each individual faculty member. Any announcement by the University or other sponsoring group that a lecture, concert, or other event will be given shall not be construed as requiring the dismissal of classes. Exceptions to this policy, however, may be made by a majority vote at a general meeting of the Assembly.